Preface

RaceTrak™

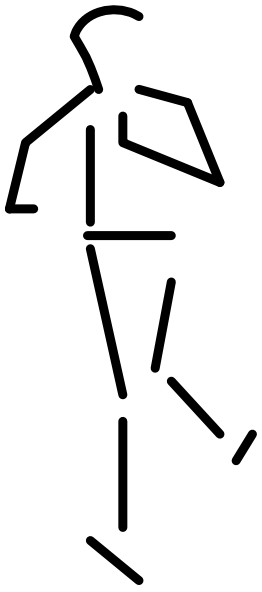
Race Management Software

User's Manual

Now in its fourth major release, RaceTrak continues to provide powerful yet easy-to-use race management functionality. RaceTrak would not be possible without the help of many individuals. In particular, I would like to thank my wife Carol, who is the world's best wife, mother, and friend, and whose unflagging support, good humor, advice, patience, patience, and patience continues to make this software possible.

I would also like to thank the Tom Murphy (Fort Myers Track Club), Vince Veltre and Deborah Schwartz (Mid-Hudson Road Runners Club), Brett Pfleiger (York Road Runners), Peg Griffin (Gulf Winds Track Club), and Kenny Auyer (Auyer Race Timing) for their valuable feedback in beta testing the RaceTrak 6 release.

And finally, a huge thanks to all RaceTrak users whose advice, comments, and recommendations are incorporated in this version and without whom RaceTrak would not be possible.



RACETRAK®

INFORMATION FORUM

RaceTrak Race Management Software © 2013 by Information Forum. All rights reserved.

RaceTrak Licensing Agreement

Thank you for purchasing the RaceTrak Race Management Software product. This feature-laden product provides an easy to use, yet powerful method to register runners, process results, and report race activities. Every attempt has been made to simplify your race management process.

Please read carefully before installing RaceTrak Software.

THIS IS AN AGREEMENT BETWEEN YOU AND INFORMATION FORUM, LLC. PLEASE READ THE ENTIRE LICENSING SECTION IN ITS ENTIRETY. IF YOU DO NOT AGREE WITH THE FOLLOWING TERMS AND CONDITIONS, PROMPTLY RETURN THE ORIGINAL MEDIA AND ALL ACCOMPANYING MATERIALS TO THE PLACE FROM WHICH YOU OBTAINED THEM FOR A FULL REFUND.

License: Information Forum grants you a non-exclusive license to load and use the software on a single designated computer or networked computer system. The RaceTrak Program File (RaceTrak_06.mde) software may be installed and run on all machines in the network, provided that the RaceTrak Data File (RaceTrak_06_Data.mdb) is shared and pointed to by computers on the network.

Other Restrictions: You may not rent or lease the software, but you may transfer your rights under the Agreement on a permanent basis provided that you transfer this license agreement, the software, and all accompanying written materials and retain no copies, and that the recipient agrees to these terms. You may not modify, adapt, translate, reverse-code, decompile, nor disassemble the software or make attempts to discover the source code of the software.

This agreement constitutes all agreements between Information Forum and you, and supersedes all prior agreements between Information Forum and you concerning the RaceTrak product.

Term: This License is in effect until terminated. You may terminate it at any time by uninstalling and destroying the software and all copies you have made.

Limited Warranty: INFORMATION FORUM WARRANTS THAT THE SOFTWARE WILL PERFORM SUBSTANTIALLY ACCORDING TO THE ACCOMPANYING WRITTEN MATERIALS FOR 90 DAYS FROM THE DATE OF ORIGINAL PURCHASE. INFORMATION ALSO WARRANTS THAT THE MEDIA ON WHICH THE SOFTWARE IS PROVIDED ARE FREE FROM DEFECTS AND WORKMANSHIP, UNDER NORMAL USE FOR 180 DAYS FROM THE DATE OF ORIGINAL PURCHASE.

Information Forum's entire liability, and your exclusive remedy, shall be, at Information Forum's option, either 1) a return of the full price paid or 2) repair or the replacement (at Information Forum's discretion) of RaceTrak software.

INFORMATION FORUM DISCLAIMS ALL OTHER WARRANTIES, EITHER EXPRESSED OR IMPLIED (INCLUDING WITHOUT LIMITATION, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE), CONCERNING THIS SOFTWARE AND ITS ACCOMPANYING WRITTEN MATERIALS. Because some states do not allow limitations on duration of an implied warranty, the above limitation may not apply to you. This limited warranty gives you specific legal rights. You may have others that vary by state.

UNDER NO CIRCUMSTANCES SHALL INFORMATION FORUM OR ITS SUPPLIERS BE LIABLE FOR ANY DAMAGES WHATSOEVER (INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, LOSS OF TIME, LOSS OF INFORMATION, OR ANY OTHER TYPE OF LOSS) ARISING FROM THE USE OF THIS PRODUCT, EVEN IF INFORMATION FORUM HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. Because some states do not allow limitations on duration of an implied warranty, the above limitation may not apply to you. This limited warranty gives you specific legal rights. You may have others that vary by state.

In developing RaceTrak, Information Forum has attempted to offer the most current, correct, and functioning program possible. However, errors can occur. Therefore, Information Forum does not warrant that RaceTrak is free from bugs, errors, or other program limitations.

Information Forum - 8577 Dark Hawk Circle - Columbia, MD 21045-5614 - Copyright 2013

RaceTrak Race Management Software and accompanying documentation are owned by Information Forum and are protected by United States copyright laws and international treaty provisions. There is no transfer to you of any title of ownership of the software. You must treat the software and documentation like any other copyrighted materials (e.g., books, magazines), except that you may make a copy of the software for backup purposes. Copies of the User's Manual may be made for training purposes or for each user in a network environment; however, these copies must be collected and kept together after their use.

Avery® is a registered trademark of Avery, Inc.

CC737™ and CC5000™ are trademarks of Chronomix Corporation.

ChampionChip® is a registered trademark of ChampionChip International.

ChronoTrack™, B-Tag™, D-Tag™, and D-Tag Interrogator™ are trademarks of ChronoTrack Systems, Inc.

Jaguar™ Timing System is a trademark of Innovative Timing Systems, LLC

Microsoft®, Windows®, and Microsoft Access® are registered trademarks of Microsoft, Inc.

PocketTimer™ and RaceBase™ are trademarks of Stevens Creek Software.

RFID Race Timing System™ is a trademark of RFID Race Timing, Inc.

Rivers Edge® is a registered trademark of Rivers Edge, Inc.

Runner's World® is a registered trademark of Rodale Press, Inc.

Taz Information Services® is a trademark of Taz Information Services, Inc.

Time Machine™ is a trademark of Flying Feet Computers, Inc.

Sprint8™ is a trademark of TimeTech USA.

Winning Time Chip™ is a trademark of Winning Time Chip.

Table of Contents

Preface i
RaceTrak Licensing Agreement ii
Introduction 1
- What is RaceTrak? 1
- What's New in RaceTrak 1
- Overview and Features 2
- Conventions Used in this Documentation 2
- System Requirements 5
- RaceTrak Files 5

Installation 7
- Installation Overview 7
- Installing RaceTrak 7
- Migrating RaceTrak 5 Data to RaceTrak 6 7

Rules of the Road 8
- RaceTrak Rules 8

Quick Start 9
- Quickly Set Up and Manage Races 9

RaceTrak Menu 10
- Overview of RaceTrak Main Modules 10
- RaceTrak Menu Screen 11

Race Management 14
- Race Management Overview 14
- Race Management List Screen 14
- Race Management (to Add a New Race) Screen 14
- Race Management (to Edit an Existing Race) Screen 17
- Awards Tab 18
- Award Generation Screen 21
- Bibs Tab 23
- Bib Generation Screen 27
- Batch Edit Bibs Screen 30
- Chip Management Tab 32
- Batch Add Chips Screen 34
- Manually Add a Transponder to Bib Screen 35
- Chip Return Tab 36
- Divisions Tab 38
- Fees Tab 39
- Preferences Tab 40
- Customize Registration Screen 41
- Random Prizes Tab 43
- Registrants Tab/Screen 44
- Registrants (Club Membership Race Mode) Tab/Screen 46
- Mailings Screen 49
- Race Series Tab 51
- Race Series Awards Screen 53
- Race Series Awards Generate Screen 55
- Race Series Team Slot List Screen 56
- Race Series Results - Series Team Actuals for Race Tab 57
- Race Series Results - Series Team Slots for Race Tab 59
- Race Series Results - Series Awards for Race Tab 60
- Race Series Results - Series Award Winners for Race Tab 62

Race Special Categories Tab 63
Race Specials Tab 65
Race Splits/Legs Tab 66
Race Team Categories Tab 67
Race Teams Tab 70
Waves Tab 73
Wave Generation Screen 75
Registration 77
Registration Overview 77
Race Registration List Screen 77
Select Runner for Registration Screen 78
Registration Screen 80
Registration (Add New Runner) Screen 80
Registration (Add New Registration) Screen 84
Registration (Edit Registration) Screen 89
Registration (Fees Tab) Screen 91
Registration (Results Tab) Screen 92
Registration (Specials Tab) Screen 94
Registration (Race Chips Tab) Screen 95
Results Processing 97
Results Processing Overview 97
Race List (for Results Processing) Screen 98
Transmit Data Screen 100
Time Transmit (Batch Mode) Screen 101
Time Transmit (Live Mode) Screen 102
Communications Settings Screen 104
RaceTrak Stopwatch Screen 105
Timing Device List Screen 106
Scan Bibs Screen 107
Results Reconciliation Screen 110
Time Entry Screen (Manual Time Entry Mode) 117
Time Entry Screen (Interpolate) 118
Race Results Management Screen 119
Offset Race Times Screen 121
Award Assignment Screen 122
Runner Management 124
Runner Management Overview 124
Runner List Screen 124
Runner Screen 127
Combine Persons Screen 131
Runner Series Screen 133
Utilities 135
Utility List Screen 135
Clubs Screen 140
Club Screen 141
Series Overview 141
Series List Screen 142
Series Screen Tab 143
Series Team Categories Tab 145
Series Teams Tab 146
Series Reports Tab 147
Reports/Labels Overview 150
Reports/Labels 151
Race Report Select List Screen 151

Race Report Screen 152
Race Report Settings Screen 159
Custom Reports Screen 161
Custom Output Screen 163
Registrant Import 165
Data Import Screen 165
Networking RaceTrak 169
Networking RaceTrak 169
Windows Performance Tuning 171
Performance Tuning 171
Race Management 101 172
Overview 172
Key Roles and High-Level Responsibilities 172
Race Scoring Detailed Responsibilities 174
Finish Line Management 178
Checklists 181
Overall Checklist 181
Race Day Supply Checklist 184
Time Machine Data Transmit 186
Time Machine Data Transmission Steps 186
RaceTrak Administration 187
RaceTrak Administration 187
Troubleshooting 188
RaceTrak Primer 192

Introduction

What is RaceTrak?

One runner can run many races and one race can have many runners.

Since 1996, the underlying premise of RaceTrak™ Management Software© is to provide total race management from race inception to well beyond its conclusion. Because all races, runners and results are retained in a single database, historical data can be accessed at the touch of a button, providing valuable tools in race planning, marketing, and post-race reporting.

Although RaceTrak is extremely easy to learn and use, it is also a very powerful product with an extraordinary number of features that contribute to speedy and accurate race management. RaceTrak also provides full network capability, a host of administrative tools, and many other powerful features.

What's New in RaceTrak

RaceTrak 6 introduces an extensive set of flexibility and customization features, while retaining the hallmarks of earlier versions of RaceTrak:

- Ultimate ease-of-use
- Powerful relational database stores all runners, races, and results in a single database
- Fast and accurate race scoring
- And extensive customization, configuration, and flexibility is now offered in RaceTrak 6

While RaceTrak 6 has the same look and feel as earlier versions, RaceTrak 6 is a complete revision of RaceTrak 5a with a 100% rewrite of the underlying programming code and utilizes Microsoft Access 2010. Existing users will be comfortable with the new interface while new users will find RaceTrak very easy to learn and master.

RaceTrak 6 includes hundreds of changes over previous versions and a summary of some of the major new RaceTrak features is provided below. RaceTrak users can now:

- Quickly customize registration screens through an easy-to-use interface
- Utilize *bib is tag/chip* functionality to more easily setup and score transponder races.
- Setup race preferences to allow expanded control over results processing
- Save and reuse previous import mappings when importing registrant data
- Re-assign a different a bib to a registered runner (without the need to unregister the runner)
- Use the new RaceTrak Stopwatch capability that allows PC to act as a timing device
- Track club memberships with greatly improved tools and features
- Move directly from reconciliation through results processing and award assignment
- Time races longer than 24 hours
- Specify how times are loaded (faster over slower, slower over faster, overwrite all)
- Customize reports, labels, and queries
- Output report data to many different file formats, including PDF
- Quickly identify and remove duplicate runners through a cleanup wizard

And More! - Numerous other improvements are available in RaceTrak, and many more are planned. Each section of this User's Manual includes a summary of changes for a specific aspect of RaceTrak.

The following features available in earlier versions of RaceTrak are no longer available:

- MultiTimer PC timer has been replaced by RaceTrak Stopwatch
- Custom registration fields screen, which has been replaced by three customizable text fields each for runners and registrants.

Overview and Features

Road racing is a popular sport in America attracting hundreds of thousands of runners annually. Advances in training techniques, nutrition, and equipment have resulted in dramatic reductions to world records. Developed by runners for runners, the RaceTrak race management program is very easy to use, powerful, and highly configurable. RaceTrak provides for the fast, accurate, and efficient processing of race-related data for a wide variety of races.

In addition to the new RaceTrak features in the preceding section, key features of RaceTrak include:

- Numerous drop-down lists avoid lengthy typing and allow selection of coded values
- Automatic age calculation
- Complete team processing includes gender-based scorers and displacers
- Team processing with options to include or exclude incomplete teams
- File generation to multiple file formats
- Race logo display on reports and screens
- Complete runner, race, and results histories maintained in a single database
- Single database saves time, money, and duplication
- Postal Code builder
- Bib reservation and assignment by age and/or sex
- Bar code label production
- Extensive mailing and email outputs
- Sophisticated awards, including award prioritization
- Series and series point standings tracking
- RaceTrak directly communicates with many timing devices including Flying Feet's Time Machine I and II, Summit Systems SRT500 and SRT1000, Chronomix 737, TimeTech Sprint 8, and others.
- Ability to import time data from files created from chip technologies including ChronoTrack, RFID Race Timing, My Laps, ChampionChip, Winning Time Chip, Jaguar, Ipico, and others.
- Many tools to mine past data for analysis, mailings, and planning
- Age grade results

And More!

Conventions Used in this Documentation

This document assumes a minimal knowledge of the Windows operating system and utilizes the following conventions.

Keyboard

When a reference is made to a specific key on the keyboard, the key name is enclosed in brackets to indicate that it is a key. For example, [ENTER] is the symbol for the enter key; likewise, [F4] is the symbol for function key 4. A plus sign (+) is used to indicate when two keys are pressed simultaneously.

This document refers to keyboard function keys as follows:

[ARROW UP]	A cursor positioning key which moves cursor to the next available field or record. Note: This key has an "up arrow" symbol.

[ARROW DOWN]	A cursor positioning key which moves cursor to the previous available field or record. Note: This key has a "down arrow" symbol.
[ALT]	Use in conjunction with other keys to provide shortcuts to various actions. For example, [ALT]+C closes many RaceTrak windows in the same manner as using the CLOSE button.
[CTRL]	Use in conjunction with other keys to provide shortcuts to various actions. For example, [CTRL]+C copies selected data to the clipboard.
[ENTER]	The key which initiates an action.
[ESC]	The cancel key. If data has not been saved, data will revert to previous unchanged state.
[PAGE DOWN]	A scrolling key which refreshes the screen to display the previous set of data.
[PAGE UP]	A scrolling key which refreshes the screen to display the next set of data.
[TAB]	A cursor positioning key which moves cursor to the next available field or record.
[F1]	Invokes online help system on RaceTrak screens.
[CTRL] + P	Invokes printer dialogue box to allow printing of reports while in preview mode.

Windows Conventions

RaceTrak was developed for the Microsoft® Windows® operating systems and environments. RaceTrak is a Windows-Compliant product, utilizing standard Windows features. A summary of the features most commonly used is presented below.

Drop-downs are used to pick from valid values stored in the database. For example, a drop-down for zip codes allows the user to view and select from a list of valid zip codes. Drop-downs are opened by clicking the down arrow next to the drop-down or by positioning the cursor in the drop-down and pressing [F4]. Users can select from drop-down values by typing the beginning letters of the desired value or by using the keyboard down arrow.

Command buttons are user-selectable buttons that are displayed on RaceTrak forms. Invoke a Command Button by clicking the button or using short cut keys (for example [ALT] + the underlined letter). When referring to command buttons (as well as radio buttons), this document uses a capitalized Arial font convention as follows: ADD NEW.

Hint: When a command button has "focus" (i.e. it is highlighted), pressing [ENTER] serves the same purpose as a mouse click and invokes the command button.

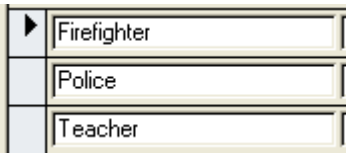
Hint: When a command button as a underline, the command can be invoked by pressing [ALT]+underlined letter, In addition, in most cases, users can simply press [ENTER] to invoke the OK command button.

Cursor indicates the current location where typing or mouse clicking can occur. The cursor position is indicated by a blinking vertical line.

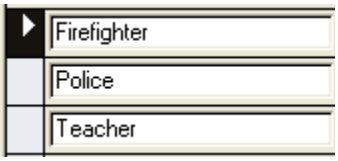
Radio buttons

allow selection of one value from two or more selections. Only one button can be selected (indicated by a filled-in circle) at a time. When referring to radio buttons (as well as command buttons), this document uses an all caps, Arial font convention as follows: NAME.

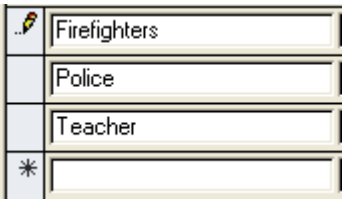
Record selectors are square controls just to the left of data and provide a means for selecting a desired record. Selection is used in conjunction with displaying, deleting, and copying the selected record. In the screen shot below, three record selectors are displayed, where the first record selector includes a triangle, indicating that *data* in this row has been selected.



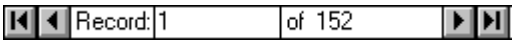
Record selector selected mode indicator. As shown below, the white triangle indicates that the *entire row* has been selected (by clicking the record selector). Record selectors can generally be used to delete unwanted data, by clicking the record selector and depressing DELETE on your keyboard.



Record selector edit mode indicator. As shown below, the pencil icon indicates that the record is being edited but has not been saved. The row entry with an asterisk indicates that a new record can be added here.



Scroll bars allow the user to move up/down or left/right through a screen when the complete screen or its contents will not fit on a single screen. Movement is accomplished by clicking on the arrow buttons or dragging the box between the arrows.

Navigation Buttons 

utilize VCR-style controls to move quickly between records. Clicking a single triangle moves one record at a time. Clicking a "rewind" or "fast forward" control (triangle and vertical line) moves to either the first or last record in a list. Move to a specific position in a list by typing the desired position number and pressing [ENTER].

Status Text Bars

are located at the bottom of RaceTrak screens and provide on-screen descriptions of all RaceTrak fields and command buttons.

Cursor Movement

Typically, the instructions in this manual indicate the use of [TAB] to move the cursor from one field to another. However, the arrow keys and mouse can also be used to move from one field to the next.

Miscellaneous Conventions

Convention	Example	Applies to	Action Performed
Plus sign	+	Keyboard key	Combination of keystrokes pressed simultaneously.
Italics	*your name*	Instructions	Type the italicized information.
Bold, italics, often all caps	***IMPORTANT!***	Rules, warnings, and important points	Pay careful attention to these important notes and warnings.
Navigation shortcut	Main Menu > REGISTRATION	Instructions	Describes the screens, command buttons, and (optionally) items to select.
Italicized *New in RT6*.	*New in RT6*.	Instructions	Describes features and/or items that are either new or significantly changed in RaceTrak 6.

System Requirements

RaceTrak requires:

- Windows XP (SP3) (32-bit), Windows 7, Windows Server 2003 (SP2 and MSXML 6.0), Windows Server 2008, or later. *Windows Vista is not supported*.
- A computer with 2 GHz or faster processor
- 2GB RAM or higher
- Hard disk with 3.0 GB available disk space (plus approximately 1MB available space for every race with 500 runners)
- A monitor with 1024x576 or higher resolution
- A mouse
- Laser printers and ink-jet printers to print reports
- Avery® style 5160 labels to print labels; laser printers are recommended for bar code bib labels (as the ink does not smear when wet).
- A 3 of 9 bar code reader to scan bar code labels.

RaceTrak optionally produces Postnet barcode fonts for zip codes. However, this feature requires the licensing of the font software through Taz Information Services, Inc. Please review the Read_Taz.txt for registration information.

RaceTrak Files

RaceTrak includes many files, each providing a specific purpose. The RaceTrak_06.mde and RaceTrak_06_Data.mdb files are the heart and soul of RaceTrak.

- RaceTrak_06.mde is the main RaceTrak program that includes all screens, queries, reports, and programs.

- RaceTrak_06_Data.mdb contains all your data (all races, all runners, and all results are located in this file). ***Backup this file on a frequent and regular basis***.

Other RaceTrak files are listed below.

- RaceTrak_06_Data_Sample.mdb - exact copy of shipped RaceTrak_06_Data.mdb file containing sample data
- RaceTrak_06_Migration.mdb - for RaceTrak 5/5a users upgrading to RaceTrak 6; converts users' data into RaceTrak 6 data formats.
- Bar Code fonts - licensed c39ei.ttf and c39fi.ttf bar code fonts shipped with RaceTrak.
- PostNet Zip Code Font - shareware uspsttf.ttf font that must be registered after 30 days of use
- Read_Taz.txt - licensing information file for use of PostNet Zip Code Font (uspsttf.ttf)
- Sample timing files
- ChronoTrack_Master_Database.mdb and ChronoStore.dll used to pull Chronotrack controller data into RaceTrak
- RaceTrak_06_User_Manual.pdf - the RaceTrak User's Manual in PDF format ***
- RaceTrak_06.hlp - RaceTrak help system available on most screens via [F1].

Installation

Installation Overview

Before performing any installation activities, RaceTrak users should back up any previous RaceTrak data files that might exist (RaceTrak 5/5a users upgrading to RaceTrak 6 should back up RaceTrak_Data_05.mdb while RaceTrak 6 users re-installing RaceTrak 6 should back up RaceTrak_06_Data.mdb). Label and store these back up files in a safe location.

Installing RaceTrak

Please note that RaceTrak is a Windows product and as such, the programs must be set up in accordance with the instructions below.

1. Disable any virus-protection utilities.
2. Close any open applications.
3. Double-click the RaceTrak.exe located in the RaceTrak thumb drive.
4. Follow on-screen instructions.
5. When installation is complete, a confirmation screen is displayed.

The installed RaceTrak system will create an icon on your desktop and create a new program group with the items listed below. These are accessible via Start>All Programs>RaceTrak

- RaceTrak 6.0
- Compact Frontend (Compacts and repairs RaceTrak 06 screens, reports, and temporary data)
- Compact Backend Data (Compacts and repairs RaceTrak 06 data)
- RaceTrak Migrate (Migrates RaceTrak 05 data to RaceTrak 06 data format)
- Uninstall Race Management Software

The default installation is C:\RaceTrak and you can find the above files in these locations.

IMPORTANT! *Backup your RaceTrak_06_Data.mdb* on a regular basis. See Utilities for instruction on how to back up your data directly from RaceTrak.

Migrating RaceTrak 5 Data to RaceTrak 6

This section is for only for RaceTrak 5 Users who are upgrading to RaceTrak 6.

1. Install RaceTrak per the directions in Installing RaceTrak.
2. Copy your RaceTrak_Data_05.mdb file into the c:\RaceTrak folder.
3. From Start > All Programs > RaceTrak > run the Migrate RaceTrak program.
4. Select DELETE data to remove prepopulated RT6 data (intended for NEW users, but this data needs to be cleared so your RT5 data can be used).
5. Select CONVERT to migrate your data into the new data structures. Follow on-screen instructions. Depending on your PC speed and the size of your database, this could take 5 to 20 minutes.
6. Select GENERATE TOTALS and VIEW TOTALS to see total records before and after the migration.
7. From Start > All Programs > RaceTrak > select Compact Backend Data to reduce the size of the newly created RaceTrak_06_Data.mdb database.
8. After exiting Migrate RaceTrak, open RaceTrak and reset Hometown data in Runner Management > Fix Hometown.

Rules of the Road

RaceTrak Rules

RaceTrak incorporates several rules to be considered while managing and setting up races:

Race Management

- A race must be set up before any subsequent race processing can be performed.
- Race bib numbers must be generated and available (in Race Management>Bibs) for a race before registration or registrant import can occur.
- If the race has awards and/or teams, awards and teams (and team categories) must be set up (in Race Management). Additional generic award categories can be set up in Utilities.
- Specify a Timing Method (in the main Race Management screen) to expedite race scoring.

Awards

- Runners must have an age and sex (M or F) to qualify for age and/or gender based awards.
- Age groups awards should be set up to start at age 1 (because RaceTrak defaults runners not providing an age or birthdate to 0).
- Awards are distributed within Division. Therefore, a person registered in the Run Division can only qualify for Run division awards while a person registered in the Walk division can only qualify for Walk Division awards.
- Awards are based on Award Value, where lower is better, so be sure that Overall Awards have the lower values than Master/Grandmaster awards, which should have lower values than age group awards. Renumber as necessary.

Registration

- All registrants must receive a single, unique bib number.
- When a date of birth or age is not provided, the runner is assigned age 0.
- Runners cannot have future birthdates and cannot be more than 100 years old.
- While a runner can be registered to many different races at the same time, a runner can only be registered once in a given race (e.g, John Smith cannot be registered twice in the 2012 Main Street Run).

Teams

- Every team must be assigned a team category.
- Team results are calculated within team category (for example, team scoring is separately calculated for open men, open women, and coed).
- A runner can only be on one team per race.
- A team can be assigned a team bib (via advanced features -- for purposes of relays where team members use same bib or chip).

Waves

- For races with waves, it is recommended to set up waves before generating bibs and then to associate the waves with bibs as part of the bib generation process.

Results Processing

- Live mode data transfer from external timing devices should only be performed from one computer.
- RaceTrak stores multiple times for each runner: the official finish (gun) time, an adjustment time (e.g., a chip start time), an adjusted (chip) time (the official time minus the adjustment time), plus up to 9998 split times. In addition, times can be associated with waves; these times are either added or subtracted to calculate adjusted times for each runner.

Work Arounds

- By cloning races and changing various settings, alternate processing can be performed to bypass some of the above rules. Please contact us for your race needs to determine how to configure RaceTrak to meet your specific needs.

Quick Start

Quickly Set Up and Manage Races

After installing the RaceTrak software and its components, you are ready to begin setting up and managing races. Before conducting a live race, please set up test races and become comfortable with RaceTrak and its features.

Create a test database.

We recommend that you work with a test database by following the steps below:

- Go to the folder where RaceTrak_06_Data.mdb is located (by default, this file is installed to c:\RaceTrak.
- Make a copy of the RaceTrak_06_Data.mdb file and name it RaceTrak_06_Data.mdb_ORIGINAL.

You can test RaceTrak without later having to clean up the database. After testing is completed, delete the RaceTrak_06_Data.mdb file and rename the RaceTrak_06_Data.mdb_ORIGINAL copy back to the original name (RaceTrak_06_Data.mdb).

To score a race using RaceTrak, the following major activities take place.

Set up a new race. From Race Management, create a new race (or clone an existing race) and set up Bibs. As necessary, create Awards, Team Categories and Teams, and other race related items.

Register your runners. Manually enter (via Registration) or import runners (with Registrant Import) into your race.

Generate Registration Materials. Go to Reports/Labels to find reports and queries of registered runners and/or print labels to affix to runners' bibs/packets.

Process results. Load timing data, calculate results, and assign awards. Note: you can quickly set up a dummy chute in Results Processing>Reconcile> Advanced Display Options - Add New Chute; add a new chute, select the chute, and insert times (and chips) into that chute and subsequently load/merge these times.

Back up your data. After every RaceTrak session, back up your RaceTrak_06_Data.mdb file. RaceTrak Utilities provides a way to quickly back up your data or you can manually make your own back ups: by default, the file is installed in the c:\RaceTrak folder and you can go to this folder and copy this file to a compressed file format.

Please refer to the RaceTrak Primer at the end of this document for specific instruction on setting up a simple test race.

RaceTrak Menu

Overview of RaceTrak Main Modules

RaceTrak is organized into seven main modules available from the RaceTrak Menu Screen. These modules are briefly discussed below.

RACE MANAGEMENT allows the creation and management of race and race-related information (bibs, awards, team categories, teams, waves, and series). Key features include:

- Reserve and/or assign bibs by age and sex.
- Set up bib numbers for specific divisions, waves, and/or hat colors.
- Prioritize all awards at the individual award level.
- Specify whether duplicate awards are allowed.
- Specify the scoring basis (actual finish time or adjusted time) for award categories.
- Specify any size and/or composition of team categories and associated teams.
- Specify the scoring basis (actual finish time or adjusted time) for team categories.
- Fully customizable team categories accommodate any combination of scorers and displacers for male, female, and coed teams.
- Set up one or many waves for your race and specify the time adjustment for each wave.
- Set up and assign special race categories (teacher, firefighter, etc.) for runners.
- Set up scoring preferences and customize the registration screen for a given race.
- Specify the timing method for a given race.
- Special tools for races that are used to store club memberships.

REGISTRATION provides fast and accurate registration of runners. Because a database of all runners is maintained, once a runner is in the database, very little if any new typing is required. Key features include:

- Automatic age calculation.
- Automatic determination of race shirt size based on runner's default shirt size.
- Calculation of city and state from zip code.
- Postal Code builder, once a postal/zip code is created, just enter that code.
- Smart bib numbers, which allow bib number reservation and assignment by age and sex.
- On registering a runner, the bib's division, wave, and hat color are copied to the registration record.
- On registering a runner, the default settings for the runner's shirt size, grade, and club are copied to the current registration data record.

RESULTS PROCESSING provides interfaces to electronic timing devices, import/conversion, reconciliation, individual results processing, team results processing, and awards processing. Key features include:

- Automatic calculation of team scorers and displacers for male, female, and coed teams.
- Sophisticated reconciliation processes that allow the fast and accurate matching of bib scans to timing device data.
- Printing of race results at the touch of a button.
- Complete team processing.
- Automatic calculation of team scorers and displacers.
- Team results processing by team category.
- Unlimited number of teams and team categories.
- Team results by points, total time, and/or average time.
- RaceTrak directly communicates with many timing devices including Flying Feet's Time Machine I and II, Summit Systems SRT500 and SRT1000, Chronomix 737, TimeTech Sprint 8, and others.

- Ability to import time data from files created from chip technologies including ChronoTrack, RFID Race Timing, My Laps, ChampionChip, Winning Time Chip, Jaguar, Ipico, and others.
- Ability to score teams within categories by either actual finish times or adjusted times.
- Adjust times before or after loading the times into RaceTrak.

RUNNER MANAGEMENT allows the search, add, and update of runner data records. Key features include:

- Complete runner racing history.
- Club membership tracking and reporting.
- Reports to print runner results and race histories.
- Ability to search and sort runners by name, birthdate, zip code, and more.
- Track runner mileage.
- Runner defaults, which allow for default settings for club, grade, and shirt size.
- Sophisticated tools to reconcile duplicate runners.
- Manage key runner data from main list screen.
- Tools to clean up your data (set various fields to upper case, lower case, title case; format phone numbers; or standardize streets).
- Tools to set up valid name and gender combinations whereby during the registration process, users are warned if invalid name is detected (e.g., Susan is a Male).

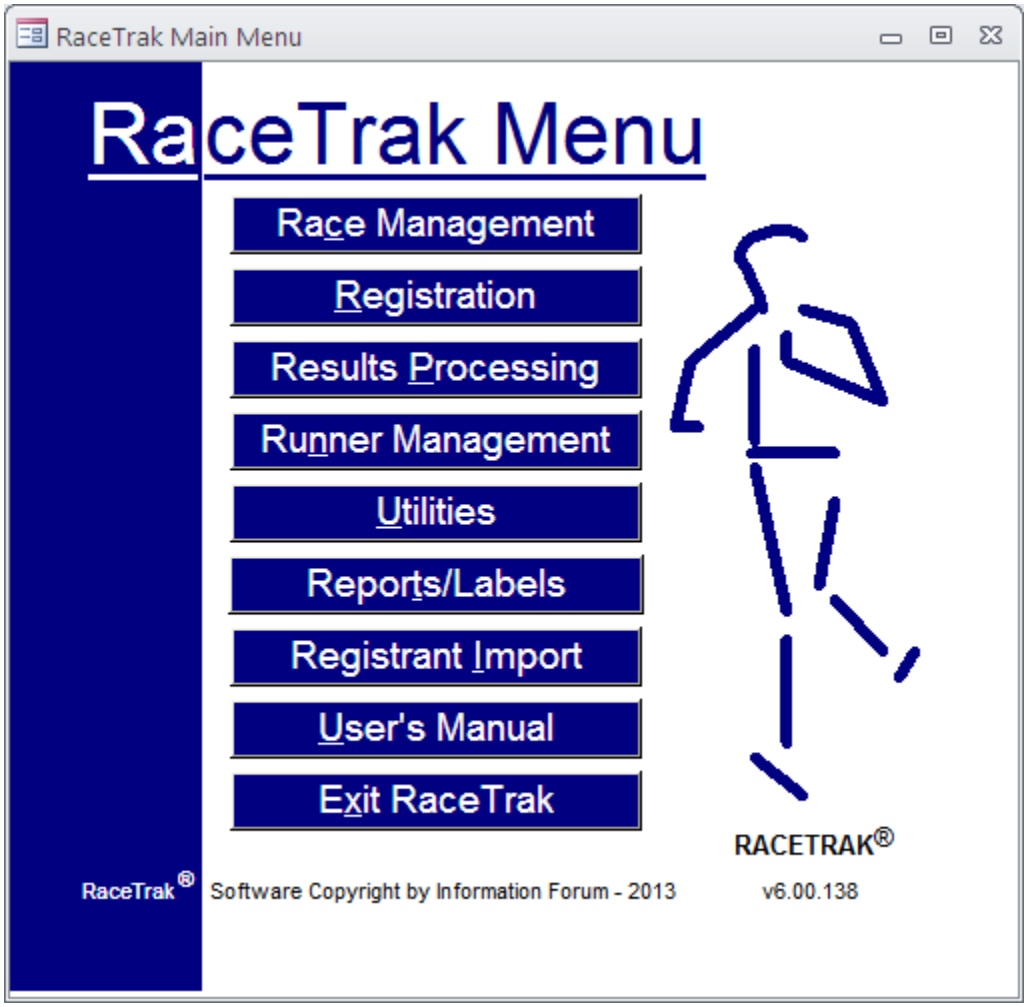
UTILITIES allows for the management of system-wide supporting tables. In addition, Utilities includes features to back up the RaceTrak data file and build a Satellite database (a subset of user-specified races that can be scored on their own or used for archival purposes). At the time of writing this User's Manual, the ability to import Satellite data back into a master database is not available.

REPORTS/LABELS allows the preview and print of a wide variety of reports to any laser or inkjet printer. Most reports can be highly customized by users. In addition, customizable queries are available to generate user-specified data in spreadsheet format. Most results reports can display results by either adjusted time or actual finish time. Custom reports can be displayed via the Custom Reports drop-down. Highly customizable labels are available for affixing to bibs and for mailings.

REGISTRANT IMPORT allows the import data from external sources via mapping of source data to RaceTrak fields. Import mappings can be saved and reused. Error report provides details regarding import issues.

RaceTrak Menu Screen

The RaceTrak Menu provides access to all RaceTrak modules.



Step By Step

Select the desired activity by clicking on the button or pressing [ALT] + underlined letter or highlighting the button and pressing [ENTER]:

RACE MANAGEMENT displays the Race Management List Screen, listing all races in the database and providing access to configure, clone, or delete a race.

REGISTRATION displays the Race Registration List Screen, listing all races in the database and allowing the manual registration of runners.

RESULTS PROCESSING displays the Race Results List Screen, listing all races in the database and providing tools to score a given race.

RUNNER MANAGEMENT displays the Runner List Screen, which provides a way to view and manage runners in the database.

UTILITIES displays the Utility List Screen, which allows users to backup RaceTrak and manage generic lookup tables.

REPORTS/LABELS displays the Race Report Select List Screen, which allows users many report options for a specific race or across one or more races.

REGISTRANT IMPORT displays the Data Import Screen, which allows users to import registrant data into RaceTrak.

USER'S MANUAL displays the table of contents for the RaceTrak User's Manual help file. Most screens provide help via [F1].

EXIT RACETRAK exits RaceTrak.

Race Management

Race Management Overview

The Race Management module provides race creation and update. In addition, this module provides for the management of race bibs, awards, team categories, teams, series, special registration categories, registered runners, preferences, and other race configurations. The first screen displayed in Race Management is the Race Management List Screen.

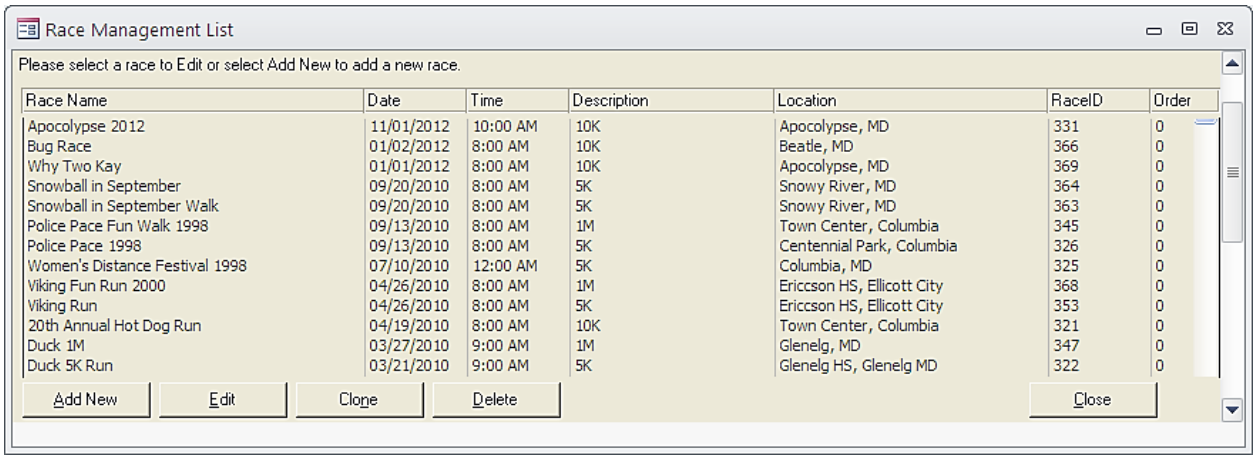
Race Management List Screen

The Race Management List Screen presents races in date order with the newest races listed first and provides the capability to set up new races and/or modify existing races.

How to Get Here

Select RACE MANAGEMENT from the Main Menu.

Full Navigation: Main Menu > RACE MANAGEMENT


Race Management List
Please select a race to Edit or select Add New to add a new race.
Race Name | Date | Time | Description | Location | RaceID | Order
Apocolypse 2012 | 11/01/2012 | 10:00 AM | 10K | Apocolypse, MD | 331 | 0
Bug Race | 01/02/2012 | 8:00 AM | 10K | Beatle, MD | 366 | 0
Why Two Kay | 01/01/2012 | 8:00 AM | 10K | Apocolypse, MD | 369 | 0
Snowball in September | 09/20/2010 | 8:00 AM | 5K | Snowy River, MD | 364 | 0
Snowball in September Walk | 09/20/2010 | 8:00 AM | 5K | Snowy River, MD | 363 | 0
Police Pace Fun Walk 1998 | 09/13/2010 | 8:00 AM | 1M | Town Center, Columbia | 345 | 0
Police Pace 1998 | 09/13/2010 | 8:00 AM | 5K | Centennial Park, Columbia | 326 | 0
Women's Distance Festival 1998 | 07/10/2010 | 12:00 AM | 5K | Columbia, MD | 325 | 0
Viking Fun Run 2000 | 04/26/2010 | 8:00 AM | 1M | Ericcson HS, Ellicott City | 368 | 0
Viking Run | 04/26/2010 | 8:00 AM | 5K | Ericcson HS, Ellicott City | 353 | 0
20th Annual Hot Dog Run | 04/19/2010 | 8:00 AM | 10K | Town Center, Columbia | 321 | 0
Duck 1M | 03/27/2010 | 9:00 AM | 1M | Glenelg, MD | 347 | 0
Duck 5K Run | 03/21/2010 | 9:00 AM | 5K | Glenelg HS, Glenelg MD | 322 | 0
Add New
Edit
Clone
Delete
Close

Step By Step

Click on any column heading to sort/group by that column.

Select ADD NEW to add a new race using the Race Management (to Add a New Race) screen.

Select CLONE to make a copy of an existing race using the Clone screen.

Select EDIT to Edit an Existing Race using the Race Management (to Edit an Existing Race) screen.

Select DELETE to delete (upon confirmation) an existing race and related race data. While registration and results data are deleted, runners remain in the database.

CLOSE returns the user to the RaceTrak Menu Screen.

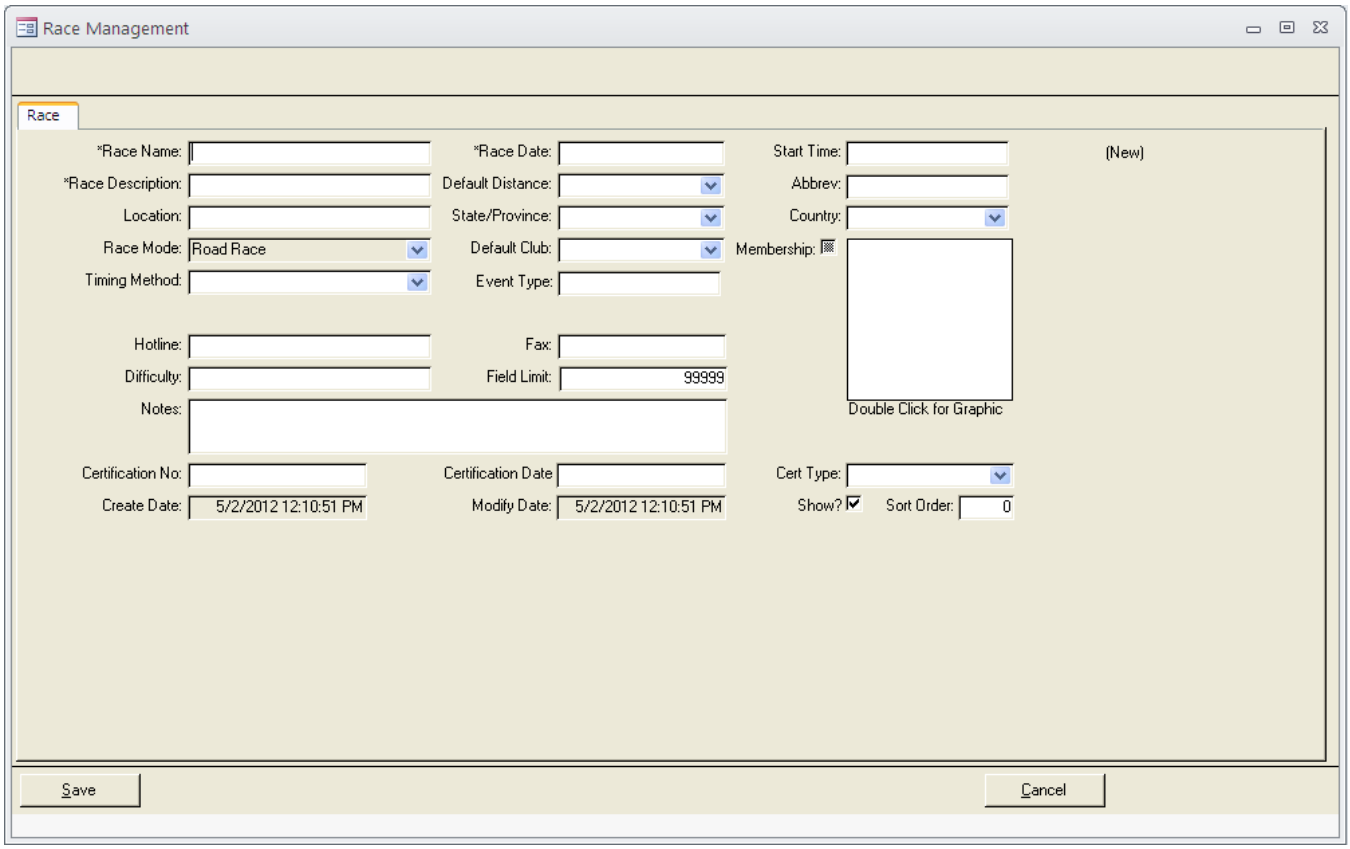
Race Management (to Add a New Race) Screen

The Race Management (to Add a New Race) Screen allows the creation of a new race. On saving the new race, additional functions (Awards, Bibs, Chip Management, Chip Return, Divsions, Fees, Preferences, Random Prizes, Registrants, Series, Special Categories, Specials, Splits/Legs, Team Categories, Teams, and Waves) are available; for more information on these functions, please consult the Race Management (to Edit an Existing Race) Screen.

How to Get Here

Select ADD NEW from the Race Management List screen.

Full navigation: Main Menu > RACE MANAGEMENT > ADD NEW



Fields

Field Name	Reqd?	Description
Race Name	Yes	The name of the race.
Race Date	Yes	The date of the race.
Start Time	No	The start time of the race; use military time or add p.m. to indicate times after noon.
Race Description	Yes	A brief text description of the race.
Default Distance	No	Based on the Distance table to indicate the coded distance for the race. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_distance). Use this for single division races.
Abbrev	No	Abbreviation of the race.
Location	No	The location of the race.
State/Province	No	State or Province where the race is conducted. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_state_province).
Country	No	Country where the race is conducted. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_country).
Race Mode	No	Disabled and pre-set to Road Race. *Reserved for future use.*

Default Club	No	Default club for runners in this race. Used during registrant import to set registrant's club and also used for Membership Races. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_club).
Membership Checkbox	No	Designates a race as a "Membership Race" and provides additional capability to manage club memberships (see Registrants (Club Membership Race Mode) tab/screen).
Timing Method	No	Designates how the race will be scored and is used as the default scoring type throughout Results Processing. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_timing_method). *New in RT6.*
Event Type	No	Based on data in Event Type table to indicate the event type (e.g., long distance, ultra, short distance)
Chip Usage	No	Displayed for chip races only, designates what kind of chips are used (race chips and/or runner-owned chips) and if multiple chips can be used by a runner. *New in RT6.*
Hotline	No	Phone number for race information.
Fax	No	Fax number for the race.
Difficulty	No	A text description of the course difficulty.
Field Limit	No	The total number of entrants allowed.
Notes	No	Free-form field to type paragraph style notes regarding the race.
Certification No	No	USATF or other certification number.
Certification Date	No	Date of certification.
Cert Type	No	Type of certification - USATF, TAC, etc. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_certification_type).
Picture Block	No	Image field that stores various image formats (.bmp, .vsd) that will appear on most reports for this race.
Show?	No	Hides race from all screens, except the Race Management List.
Sort Order	No	Allows users to sort how races are displayed in lists. By default, the sort order is 0. Sort orders are in ascending order (low to high), so to have a race show at the top of your list, set the sort order to -1.

Step By Step

Obtain the race information and

- Enter race information into the appropriate RaceTrak fields.
- The Race Name, Date, and Race Desc are required entries.
- ***IMPORTANT!*** While not required, it is highly recommended that you specify a Timing Method from the drop-down. For chip races, a Timing Method should always be specified.
- A logo or picture can be added to the screen by double-clicking on the picture box and following the on-screen instructions.

Select SAVE to save the current record and displays the Race Management (to Edit an Existing Race) Screen.

Select CANCEL to return to the RaceTrak Menu Screen without saving the record.

Best Practices

Specify a Timing Method for all your races.

Manage club memberships by specifying a race as "membership race." See Registrants (Club Membership Race Mode) Tab/Screen.

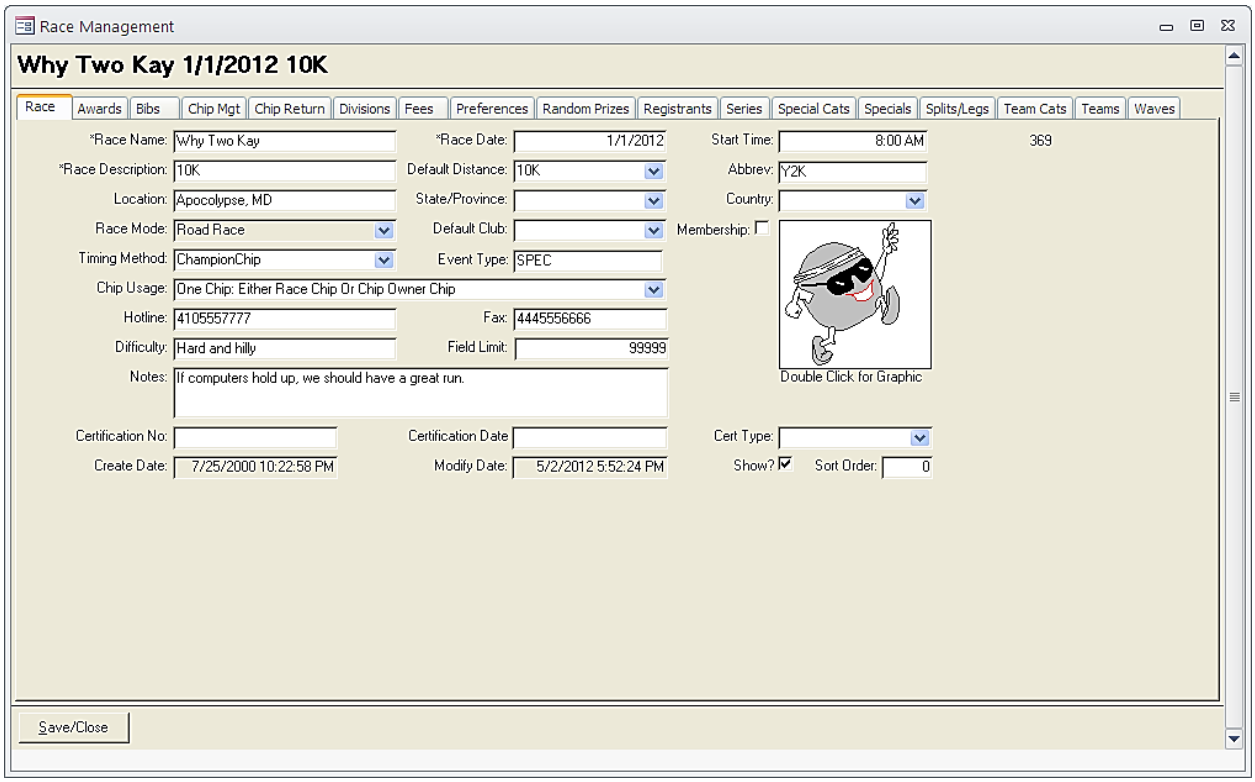
Race Management (to Edit an Existing Race) Screen

The Race Management (to Edit an Existing Race) Screen allows the update of race records and provides access to several additional race-related functions (Awards, Bibs, Chip Management, Chip Return, Divisions, Fees, Preferences, Random Prizes, Registrants, Series, Special Categories, Specials, Splits/Legs, Team Categories, Teams, and Waves). Chip Management and Chip Return are displayed for transponder races only.

How to Get Here

This screen is displayed after selecting SAVE when adding a new race or selecting Edit from the Race Management List screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT



Please refer to Race Management (to Add a New Race) Screen for Fields on this screen.

Step By Step

Determine which Race Management features are appropriate for this race and set up accordingly. Please refer to "tab" sections that follow for instruction on how to utilize the features below.

- Awards
- Bibs (must be set up to register runners)
- Chip Mgt (only displayed for transponder races whose chip numbers are different from the bib number)
- Divisions (if you have multiple events, Divisions distances can be specified here)

- Fees
- Preferences (set up extended features for scoring and customizing the registration screen for this race)
- Random Prizes
- Registrants (view and update race registrants)
- Series
- Specials and Special Categories (set up and manage special categories for runners; for example, Teacher, Top Cop)
- Splits/Legs (set up splits for the race)
- Teams and Team Categories (set up and manage team categories and associated teams)
- Waves (setup waves for a race)

Select SAVE/CLOSE to save the current data and return to the RaceTrak Menu Screen.

Awards Tab

The Awards Tab allows users to set up and manage awards for a given race. To perform awards processing, a pool of awards must be created/generated. The Awards Tab lists awards set up for the current race and provides tools to create new awards and edit existing awards.

IMPORTANT! When RaceTrak assigns award winners, awards are assigned in priority order where the *lower award value is better*. So be sure to set up awards so that overall winners have lower award values.

Below are some guidelines and hints regarding award processing.

How Awards Are Assigned. When processing awards, RaceTrak first clears all award winners from each award. Then RaceTrak starts with the first award (based on award value), and finds the first qualifier for the award and assigns it. RaceTrak then moves to the next unassigned award and repeats the process. If the award does not allow duplicates, RaceTrak excludes existing award winners from award assignment.

Award Value Priority. RaceTrak allows great precision in Award distribution. For example, a race may have an award of $5,000 for the overall masters' woman, but only $1,000 for the overall woman's winner. Under this situation, RaceTrak (at your option) could make the overall masters' woman as a higher priority than the overall woman's winner and therefore give the higher paying award to its logical recipient. See Award Value Priority Order below for how to set award priorities.

Award Value Priority Order. RaceTrak assigns award values in the order they are created, with the first award getting the lowest (best) Award Value. Therefore, assign awards in the logical order of importance (overall runners first, overall masters next, then age groups). If Award Values are incorrect, update the Award Values.

Start Age Group Awards at Age 1. RaceTrak assigns an age of 0 when individuals do not provide a date of birth or an age. Therefore, the youngest age groups should be started at age 1 and not age 0. Overall and Open awards should start at age 0. Masters Awards, Grandmaster Awards, and Senior awards start at 40, 50, and 60 years and should end at 99 years. Such awards should be positioned (by award value) after Overall and Open awards, but before Age Group Awards. Please see Award Value Priority above for adding more precision to these awards.

Duplicate Awards. At the race director's discretion, duplicate awards can be provided; however, RaceTrak"s default setting does not allow duplicate awards.

Award Division. Awards are matched to the division in which the runner is registered, and awards are not allowed between divisions. Therefore, a runner would not qualify for a walker award, and conversely, a walker would not qualify for a runner award.

Award Basis. RaceTrak can process awards by guntime or by chip-adjusted time. ***IMPORTANT!*** To properly calculate awards, all awards in a given Award Category MUST have the same award basis and the same duplicate setting.

Special Award: Assign a Special Category for this award. For example, if the race has a Top Cop award, create a Top Cop special record and add it here. Any runners who have been registered as Top Cops are eligible for this award. Please see Scenario: Special Awards.

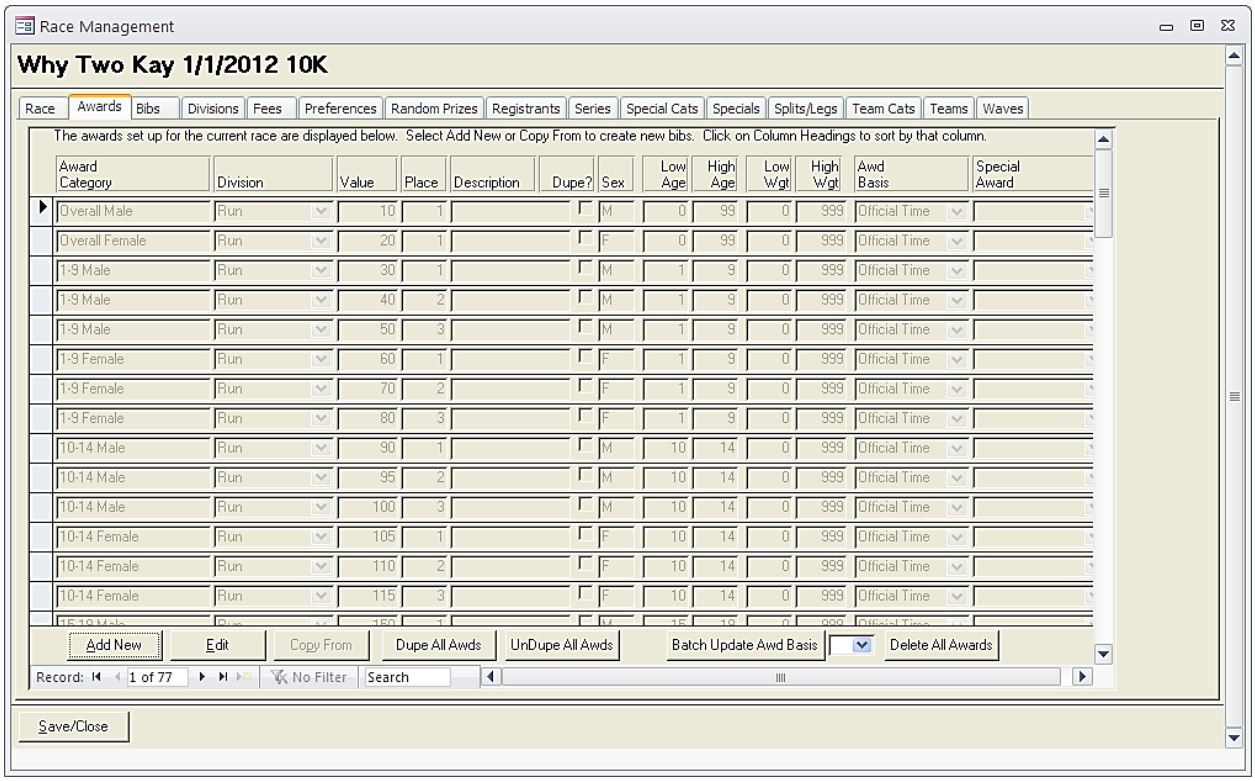
IMPORTANT! While awards can be assigned as chip adjusted time or actual finish time, non-age group awards (i.e., Open and Overall) should be based on actual finish (guntime) time.

Note: there is a great divide among timers regarding Award Basis, with the stronger voice using guntimes for all awards. RaceTrak recommends this approach as we believe runners should be scored in the order of crossing the finish line; in addition, this approach eliminates errors when start times are not collected for all runners.

How to Get Here

Select the Awards tab on the Race Management screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Awards



Fields

Field Name	Reqd?	Description
Award Category	Yes	Award category is grayed out and cannot be edited. . Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_award_category).
Division	Yes	Indicates the division for which the award applies. . Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_division).
Value	Yes	The relative priority of the award where lower is better. ***Important***: always make open awards lower numbers than age group awards.
Place	No	The ordinal position of the award. *New in RT6.*
Description	No	Description of the award.

Dupe?	Yes	Indicates whether this award can be assigned to an individual who has previously won a higher priority award. General custom is to leave setting as No.
Sex	Yes	Indicates the sex for which the award applies.
Low Age	Yes	Indicates the low age for which the award applies. Must be equal to or less than the high age.
High Age	Yes	Indicates the high age for which the award applies. Must be equal to or greater than the low age.
Low Weight	Yes	Indicates the low weight for which the award applies. Must be equal to or less than the high weight.
High Weight	Yes	Indicates the high weight for which the award applies. Must be equal to or greater than the low weight.
Awd Basis	Yes	Indicates the basis for determining the award (either actual finish time "F" or adjusted time "A")" ***Important:*** To properly calculate awards, all awards in a given category MUST have the same award basis.
Special Award	No	Indicates if award is limited to runners designated with "special" codes.

Step by Step

For races with awards, perform the steps below.

Select ADD NEW to create new awards via the Award Generation screen.

Select EDIT to allow editing of awards on this screen.

Select COPY FROM to copy awards from a previous race (only available when the current race has no awards) via the Race Select List screen.

Select DUPE ALL AWDS to allow set all existing awards to allow duplicate awards (see Dupe field description). *New in RT6.*

Select UNDUPE ALL AWDS to allow set all existing awards to NOT allow duplicate awards (see Dupe field description). *New in RT6.*

Select BATCH UPDATE AWD BASIS to change all existing awards to a desired Award Basis (e.g., assign awards based on guntime or chiptime; see Awd Basis field description). The desired Award Basis value for the award must be selected from the drop-down next to this button.

Select DELETE ALL AWARDS to delete (upon confirmation) awards in this race.

Click on a column heading to sort/group by that column.

Scenario: Special Awards

While RaceTrak provides Special awards for items such as Fastest Teacher or Top Cop as a powerful way to quickly to score virtually any kind of award, to ensure the correct issuance of special awards, please follow the steps below for a race that has awards for the fastest M/F Firefighters where this award allows duplicates.

1. Setup two Firefighter award categories (“Firefighter Male” and “Firefighter Female”) in Utilities>select tbl_award_category. Select Run as the Division and Open as the Category Type. Leave the default values, but specify M and F in the Gender fields. Close and return to Main Menu.
2. Setup “Firefighter Special Cat” as a race special category in Race Management>Special Cat.
3. Setup “Firefighter Special Item” as a race special item in Race Management>Specials.

4. Generate Firefighter awards: Race Management>Awards>ADD NEW>specify “Firefighter Female” as Category and change the number of awards to 1. Select Advanced View options and select the “Firefighter Special Category” in the Special Category drop-down. Check Allow Dupes and select GENERATE.
5. Repeat steps 2-4 but select “Firefighter Male” as the Category.
6. When registering Firefighters, select the Special Tab and select “Firefighter Special Item” in the drop-down.
7. After scoring the race, runners with the “Firefighter Special Item’ will show on Award Reports.

Award Generation Screen

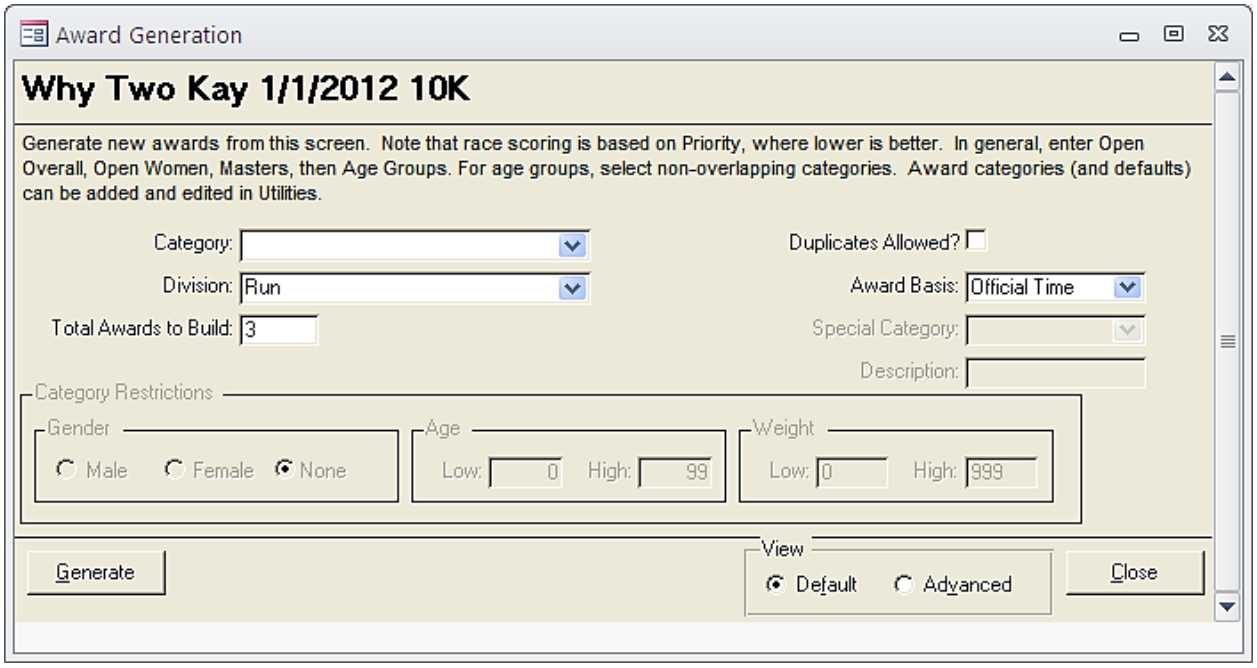
The Award Generation Screen provides the capability to generate a pool of awards for the current race.

How to Get Here

Select ADD NEW from the Awards tab on the Race Management screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Awards > ADD NEW

The Award Generation screen in Default mode is displayed. Select the Default radio button to view this mode. The Advanced mode unlocks the Special Category, Description, and Category Restrictions fields.



Fields

Field Name	Reqd?	Description
Category	Yes	A lookup field (from the Award Categories table) that provides default values for most other fields on the screen. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_award_category).
Duplicates Allowed?	Yes	Indicates whether this award can be assigned to an individual who has previously won a higher priority award. General custom is to leave setting as No.

Division	Yes	Indicates the division for which the award applies. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_division).
Award Basis	Yes	Indicates the basis for determining the award (either actual finish time "F" or adjusted time "A"). Awards for the same category (M30-35) must have the same award basis.
Special	No	Indicates if award is limited to runners designated with "special" codes. See special awards discussion above.
Sex	Yes	Indicates the sex for which the award applies. Set as None if award can go to either Male or Female.
Age Low	Yes	Indicates the low age for which the award applies. Must be equal to or less than the high age. For open awards, set the low age to 0, while youngest age groups should start at age 1 (and not 0). Never leave the Age Low field blank.
Age High	Yes	Indicates the high age for which the award applies. Must be equal to or greater than the low age. For open awards, set the high age to 99. Never leave the Age High field blank.
Weight Low	Yes	Indicates the low weight for which the award applies. Must be equal to or less than the high weight. Used for Clydesdale awards. If not a Clydesdale category, leave default of 0. *New in RT6.*
Weight High	Yes	Indicates the high weight for which the award applies. Must be equal to or greater than the low weight. Used for Clydesdale awards. If not a Clydesdale category, leave default of 999. *New in RT6.*
Awards - Totals	Yes	Indicates the total number of awards available for this award category.

Step by Step

If awards are given out for this race:

- Obtain a list of awards for this race.
- Determine the order you need to enter awards (typically enter overall first, then masters awards, then age group awards).
- Determine if duplicate awards are needed.
- Determine if race will have different divisions requiring awards (e.g., 10K and Fun Run).
- If special awards (Teacher, Firefighter) are used in this race, please see Scenario: Special Awards in the previous section.

Using above information, create awards as follows.

- Select an Award Category in the Category box. Once selected, values from the Award Category will be filled in for the entire screen.
- Category Restrictions can be modified on the screen; however, such modification is not recommended as it may be confusing to have a Female 1-10 category's awards distributed to 30-year-old men.
- Note that awards are generated in priority order from best award to worst, alternating male and female awards. For example, set up awards in the following order: Overall Male, Overall Female, Masters' Male, Masters' Female, 1-14 Male, 1-14 Female, 15-19 Male, 15-19 Female, and so on.
- Always select award categories in consecutive order with no gaps and no overlaps. For example, do not setup awards for M20-24 and M20-29.

- Select Advanced options to edit the locked settings.
- Select GENERATE to create awards based on above settings.

Best Practices

Confirm all settings for all awards.

After awards are generated, they are displayed on the Awards tab in Award Value number order from lowest number (best) to highest, which is how awards will be distributed. This value should be changed if the awards are not in the correct priority.

Bibs Tab

The Bibs Tab allows users to edit current bib settings and provides access to the other bib management functions (add new, batch edit, reassign bibs, unreserved bibs, delete bibs, and find bibs).

The Bibs Tab has two modes, default and advanced. Most users typically only need the default fields.

Note: during registration, RaceTrak will automatically assign bib numbers based on the configuration of the bibs. For example, if bibs 1 to 10 are set up Females age 20-29, the first female registrant in this age range will get bib 1 assigned. In addition, the division, wave, and hat color for this bib will be copied to the registration data record. However, users can change the division, wave, and hat color in Registration and the Registration settings will be used to score the runner. Although RaceTrak will reserve bib 2 for Females age 20-29, if no other bibs are available, bib 2 will be the default bib for the next registrant (without regard to gender or age). RaceTrak users can override the bib settings and select bib 2 for any runner.

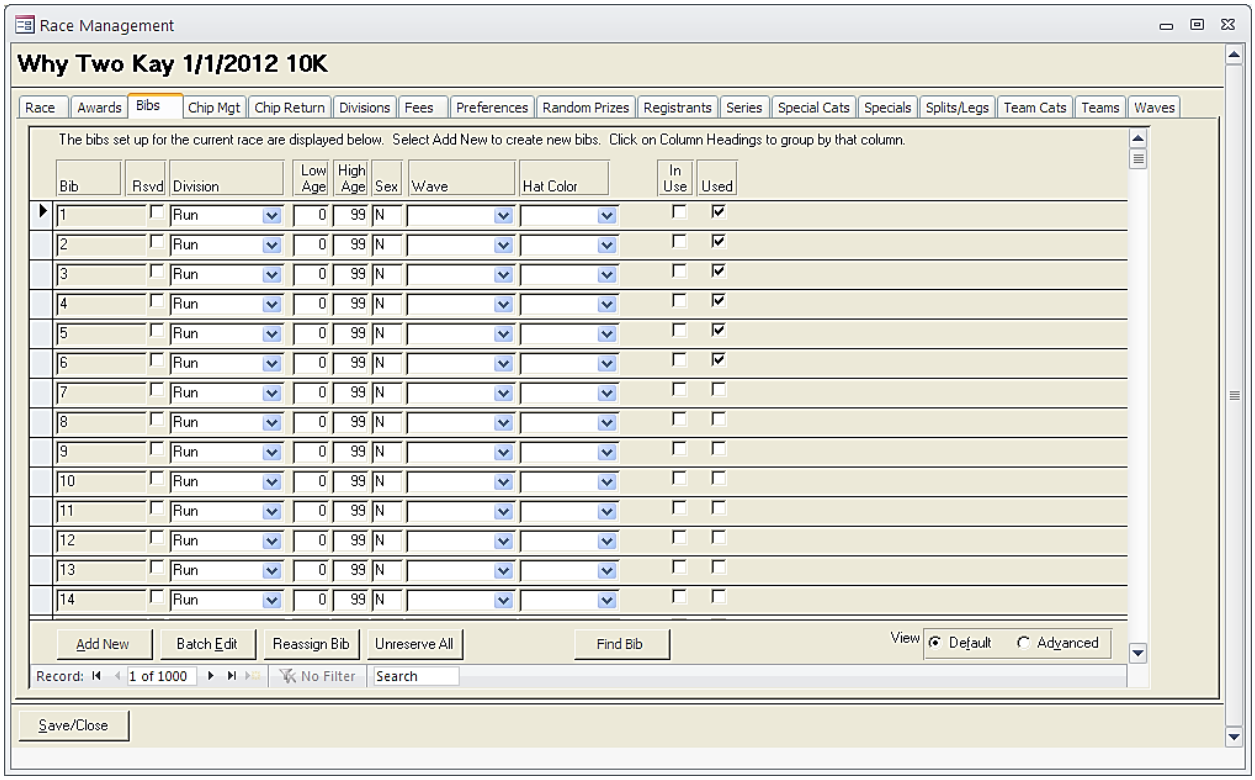
IMPORTANT! Bib numbers must be available in order to complete the registration process. Bib numbers are unique by race, and no two runners can have the same bib number. RaceTrak provides bib number reservation and the capability to generate bib numbers by age and/or gender. Furthermore, bibs can be setup for relay teams where teams share the same bib or chip.

How to Get Here

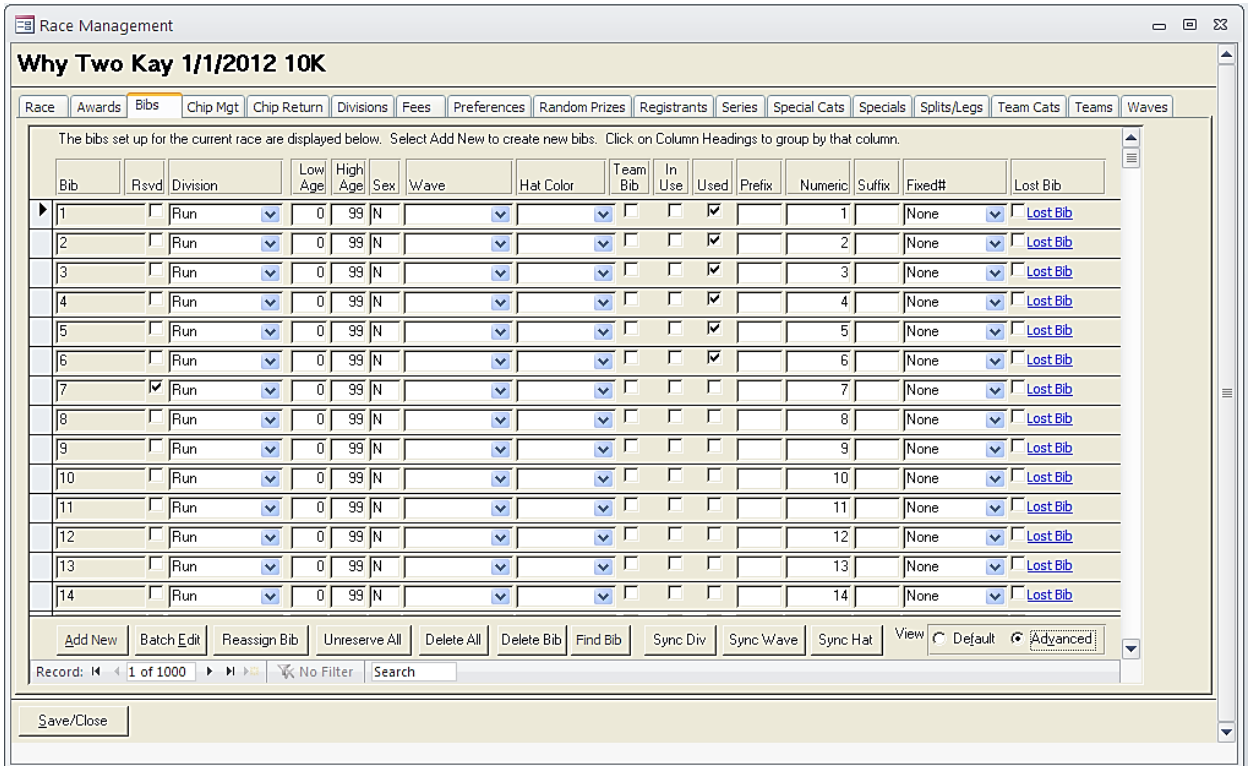
Select the Bibs tab on the Race Management screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Bibs

The Bibs Tab has two display modes. Select the Default radio button to view standard settings.



Select the Advanced radio button to view this mode.



Fields

Field Name	Reqd?	Description
Bib Number	Yes	Bib number(s) generated (if any) for this race. Cannot be altered by user.

Rsvd	No	Indicates if the bib number is reserved. A reserved bib can only be issued by selecting it during the registration process, it is not automatically distributed to runners. Hint: It is sometimes faster to generate all bibs and then update those bib numbers that need to be reserved or assigned. For example, generate bib numbers 1 through 500 and then individually reserve the first ten bib numbers.
Division	Yes	The division associated with this bib number. On registration, the runner receiving this bib number will be assigned to this division. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_division).
Low Age	Yes	The low age restriction for the bib. Do not leave blank.
High Age	Yes	The high age restriction for the bib. Do not leave blank.
Sex	Yes	The gender code restriction for the bib.
Wave	No	The wave associated with this bib number. On registration, the runner receiving this bib number will be assigned this wave. Values for this drop-down are maintained in Race Management Waves Tab.
Hat Color	No	The hat color associated with this bib number. On registration, the runner receiving this bib number will be assigned this hat color. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_hat_color).
Team Bib	No	Designates the bib as a team bib and not available in the bib drop-down when registering runners. It is intended to be assigned to teams whose members share the same bib number (e.g. relay races), and can be assigned to teams during team setup. Please review Scenario: Relay Teams for more information. Displayed in Advanced view only. *New in RT6.*
In Use	N/A	A system generated locking field that ensures that in network environments the same bib number is not available to more than one user at the same time (when set to "Yes"). Under rare conditions (when the user erroneously exits in the middle of processing), the In Use field may be set to Yes when the bib number actually has not been assigned. Under these situations, change the In Use to No to free the bib number for assignment. Otherwise, never change this field.
Used	N/A	A system generated locking field that ensures that a previously issued bib is not distributed to another runner. Only unused bibs can be assigned to runners.
Prefix	No	Used if the bib numbers are to include a prefix. A common prefix utilized is "F" that often precedes the number on bibs for women. Displayed in Advanced view only.
Numeric	Yes	The numeric value for the current bib (e.g., bib F1 is 1, bib 2 is 2). Displayed in Advanced view only.
Suffix	No	Used if the bib numbers are to include a suffix. Displayed in Advanced view only.
Fixed#	No	Used to format the bib number in cases where lead zeroes are used. For example, bib 1needs to be formatted as 0001 because the actual bib number has lead zeroes. Displayed in Advanced view only. *New in RT6.*

Lost Bib	No	Indicate that the bib was reported as lost (as set in Registration) and no longer available for registration. The Lost Bib hyperlink can be used to restore this bib so it can be used. Displayed in Advanced view only. *New in RT6.*

Step By Step

If bibs are set up correctly, the data on this screen generally does not need to be edited and most users will simply use this screen to access the ADD NEW functions to create new bibs. However, settings for individual bibs can be edited here.

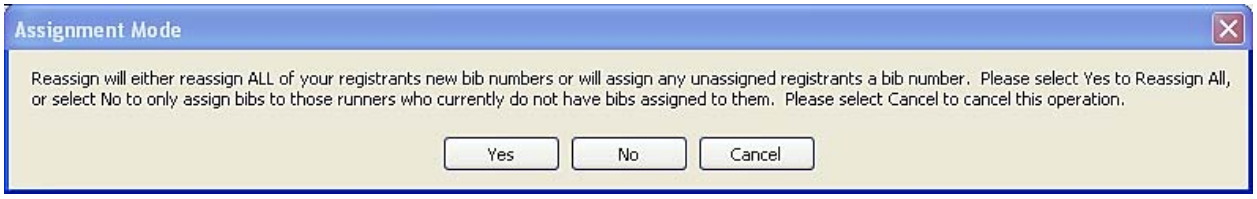
Click on a column heading to sort/group by that column.

Select view mode (Default or Advanced) to display or hide fields on the screen.

Select ADD NEW to create the bib numbers via the Bib Generation screen.

Select BATCH EDIT to edit a grouping of bib numbers via the Batch Edit Bibs screen. *New in RT6.*

Select REASSIGN BIB to reassign bibs or assign bibs via the Assignment Mode screen displayed.


Assignment Mode
Reassign will either reassign ALL of your registrants new bib numbers or will assign any unassigned registrants a bib number. Please select Yes to Reassign All, or select No to only assign bibs to those runners who currently do not have bibs assigned to them. Please select Cancel to cancel this operation.
Yes
No
Cancel

Select UNRESERVE ALL to unreserved all the bibs in the current race, allowing them to be automatically issued to the next registrant. *New in RT6.*

Select DELETE ALL to remove (on confirmation) the bibs from the current race and removes these bibs from registered runners. It is highly recommended that data be backed up before performing this action.

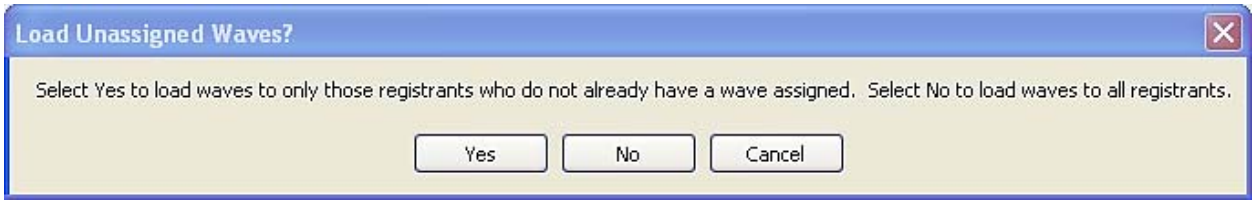
Confirm Delete
WARNING: This action will delete all bibs for this race. If the bib has been assigned to a runner, the runner will no longer have a bib. Select Ok to delete bib(s) or select Cancel to cancel this operation.
OK
Cancel

Select DELETE BIB to remove (on confirmation) a selected bib (click to bib to select it) from the current race and removes this bibs from registered runners.

Select FIND BIB to search for a bib.

Select SYNC DIV to assign the bib divisions to registered runners. *New in RT6.*

Select SYNC WAVE to assign the bib waves to registered runners. *New in RT6.*


Load Unassigned Waves?
Select Yes to load waves to only those registrants who do not already have a wave assigned. Select No to load waves to all registrants.
Yes
No
Cancel

Select SYNC HAT to assign the bib hat colors to registered runners. *New in RT6.*

Load Unassigned Hat Colors?
Select Yes to load hat colors to only those registrants who do not already have a hat color assigned. Select No to load hat colors to all registrants.
Yes
No
Cancel

Bib Generation Screen

The Bib Generation screen allows users to generate a pool of bib numbers for the race.

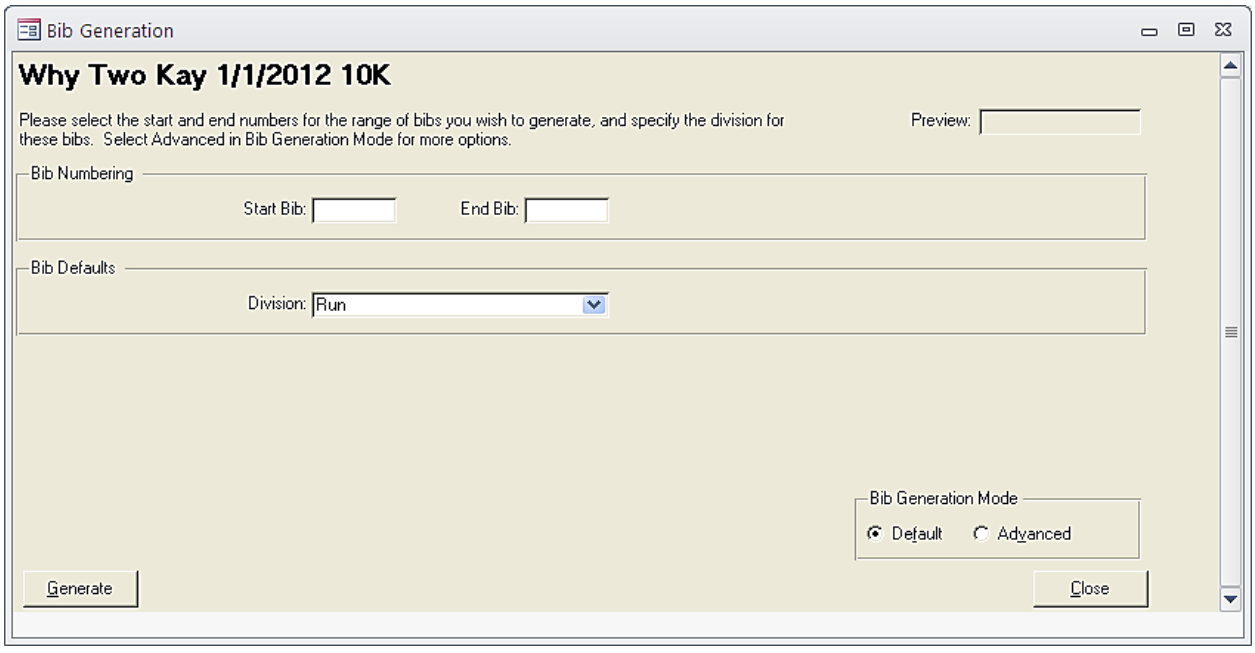
Note: Although RaceTrak assigns bib numbers to runners during registration, users can override the RaceTrak default bib number to any available bib number in the bib pool by double-clicking the bib number field in the Registration Screen.

How to Get Here

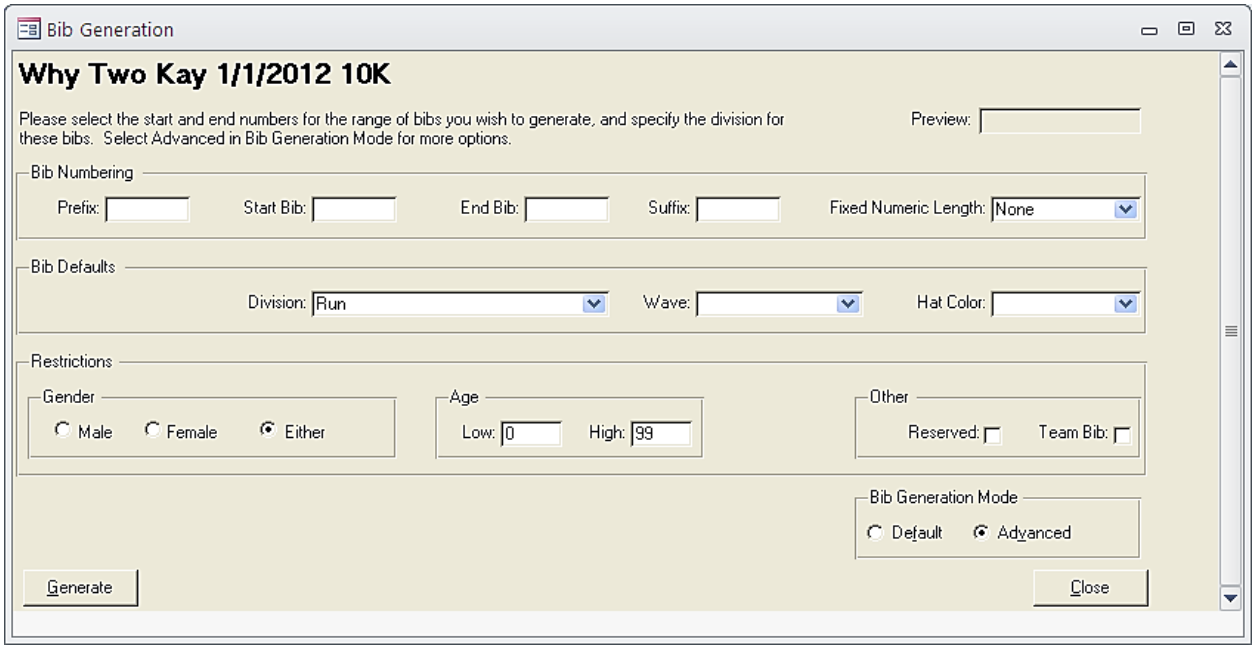
Select ADD NEW from the Bibs tab on the Race Management screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Bibs > ADD NEW

The Bib Generation Screen can be displayed in Default mode where the most common fields are displayed.


Bib Generation
Why Two Kay 1/1/2012 10K
Please select the start and end numbers for the range of bibs you wish to generate, and specify the division for these bibs. Select Advanced in Bib Generation Mode for more options.
Preview:
Bib Numbering
Start Bib:
End Bib:
Bib Defaults
Division: Run
Bib Generation Mode
Default
Advanced
Generate
Close

Alternatively, the Bib Generation Screen can be displayed in Advanced mode with selections available for more complex races.



Fields

Field Name	Reqd?	Description
Preview	N/A	Displays how the first bib number will be formatted based on the settings specified by the RaceTrak user.
Prefix	No	Used if the bib numbers are to include a prefix. A common prefix utilized is "F" that often precedes the number on bibs for women. Displayed in Advanced view only.
Start Bib	Yes	The starting number for the range of bibs to be generated. Must be equal to or lower than End Bib.
End Bib	Yes	The ending number for the range of bibs to be generated. Must be equal to or greater than Start Bib.
Suffix	No	Used if the bib numbers are to include a suffix. Displayed in Advanced view only.
Fixed Numeric Length	No	Used to format the bib number in cases where lead zeroes are used. For example, bib 1needs to be formatted as 0001. Displayed in Advanced view only.
Division	Yes	Assigns the specified division (as stored in the Division table) to the range of bibs generated. During registration, this division is assigned to the runner receiving the bib number. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_division).
Wave	No	Assigns the specified wave (as stored in the Race Wave table) to the range of bibs generated. During registration, this wave is assigned to the runner receiving the bib number. Displayed in Advanced view only. Values for this drop-down are maintained in Race Management Waves Tab.

Hat Color	No	Assigns the hat color (generally used in Triathlons) to the range of bibs generated. During registration, this hat color is assigned to the runner receiving the bib number. Displayed in Advanced view only. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_hat_color).
Gender Restriction	No	Used to assign bibs for the specified range exclusively to male, female, or neither. Displayed in Advanced view only.
Age Low Restriction	Yes	The low age for the range of bibs to be generated. Must be equal to or lower than Age High. Used to assign bibs based on age. Never leave this field blank. Displayed in Advanced view only.
Age High Restriction	Yes	The high age for the range of bibs to be generated. Must be equal to or greater than Age Low or blank. Used to assign bibs based on age. Displayed in Advanced view only.
Reserved Restriction	No	Check this box to reserve the bib numbers specified. For example, many race directors set aside low numbers for faster runners. Reserved bibs are user-selectable during registration but do not automatically appear as the next available number. Displayed in Advanced view only.
Team Bib Restriction[1]	No	Designates the bib as a team bib and not available in the bib drop-down when registering runners. It is intended to be assigned to relay teams whose members share the same bib number, and can be assigned to teams during team setup. Example: a relay race where all athletes share the same bib. Displayed in Advanced view only. Please refer to Scenario: Relay Overview for more information on shared bibs and chips.

Step By Step

Determine:

- The range of bibs to be used for this race
- How to set up bib ranges for races with multiple divisions (e.g., use bibs 1-500 for 10K and 501-1000 for Fun Run)
- If any bib numbers need to be reserved (e.g., reserve bib numbers 1-10 for fast runners)
- If special bibs assignments are needed (e.g., bibs F1-F1000 are issued to women only)
- If wave assignments are needed (e.g., bibs 1-100 are for Wave 1, 101-200 are for Wave 2, etc.)
- If bibs will be reserved for team use only (i.e., relays where team members share the same bib).

Using the information above:

- Specify a starting and ending bib number. Specify any other bib settings as necessary. Note: most users will rarely (if ever) use Advanced features.
- Select the Advanced Bib Generation Mode to display additional settings. Note: to assign specific waves to a series of bibs, set up waves before generating bibs.

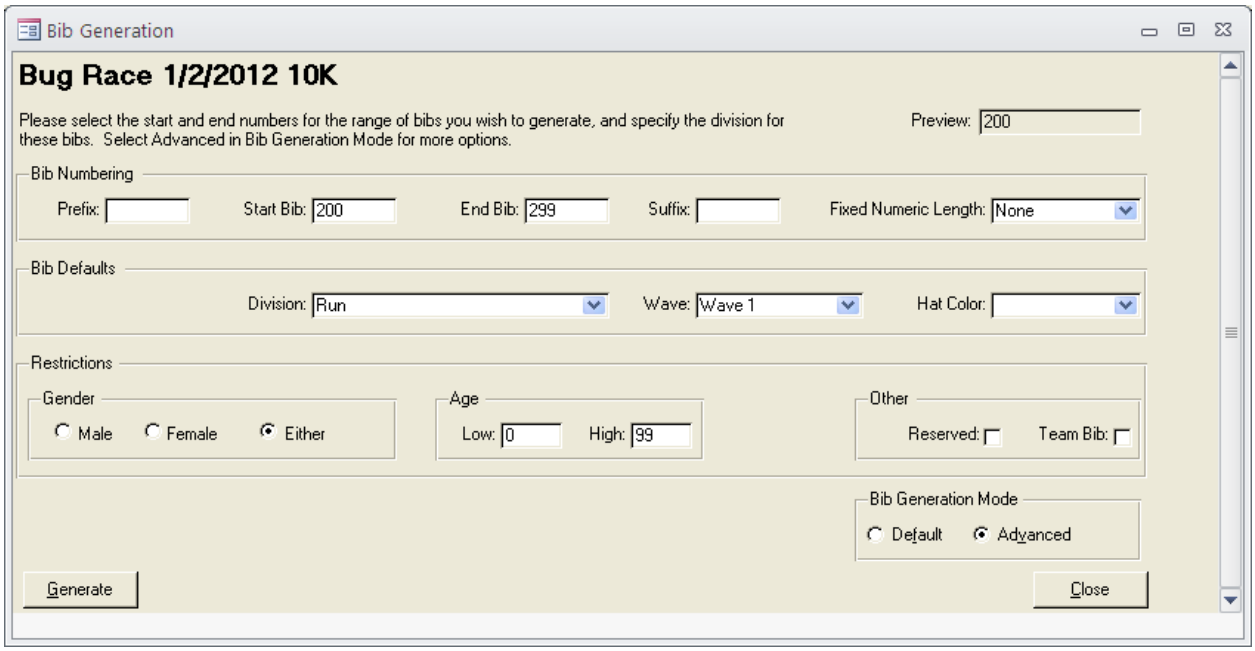
[1] Please note that at the time of this User's Manual, RT6 does not allow penalty times logged against team bibs and uses the Relay report to display results for teams sharing shared bibs/chips. Please contact info@racetrakonline.com if you have any questions regarding this feature.

- Hint: If only a starting bib number is specified, RaceTrak will generate a single bib for this number. This is useful when non-continuous bibs must be set up in a race (e.g., 24, 26, 29, 55, 59, etc.). *New in RT6.*
- Select GENERATE creates bib numbers based on the criteria specified on the screen and updates the screen showing newly created bib numbers. Note: Generate will not allow the creation of duplicate bib numbers.

Scenario: Generate Bibs with Waves

RaceTrak allows you to specify several attributes for each bib whereby these attributes are assigned to the runners during the registration. For example, you might have a race with Waves where bibs 1-199 are for the first wave and bibs 200-299 are for the second wave, which starts 15 minutes after Wave 1. Please refer to the steps below for setting up such bibs.

1. Setup "Wave 1" in Race Management>Waves. Offset amount is 900 seconds (15 minutes) and change Start Time to 8:15 am. Set Wave Order to 1. (Note: use BATCH ADD to add multiple waves).
2. From Race Management>Bibs>ADD NEW>select the Advanced Bib Generation Mode.
3. Specify 200 as the Start Bib and 299 as the End Bib. Select Wave 1 as the Wave.
4. When registering runners, the Wave for the bib being registered will be associated with the registrant.
5. When registering runners, the wave can be changed to another wave if necessary. Note: change the wave for the bib does not change the wave for a runner currently registered with that bib.



Batch Edit Bibs Screen

The Batch Edit Bibs screen allows users to batch update bibs and registered runners. *New in RT6.*

Care should be taken before using these features. Always backup your data before perform these actions. Please contact RaceTrak if you have any questions regarding the use of these features.

Note: RaceTrak does not allow duplicate bib numbers, so some batch edits may not be possible if they result in duplicate bibs.

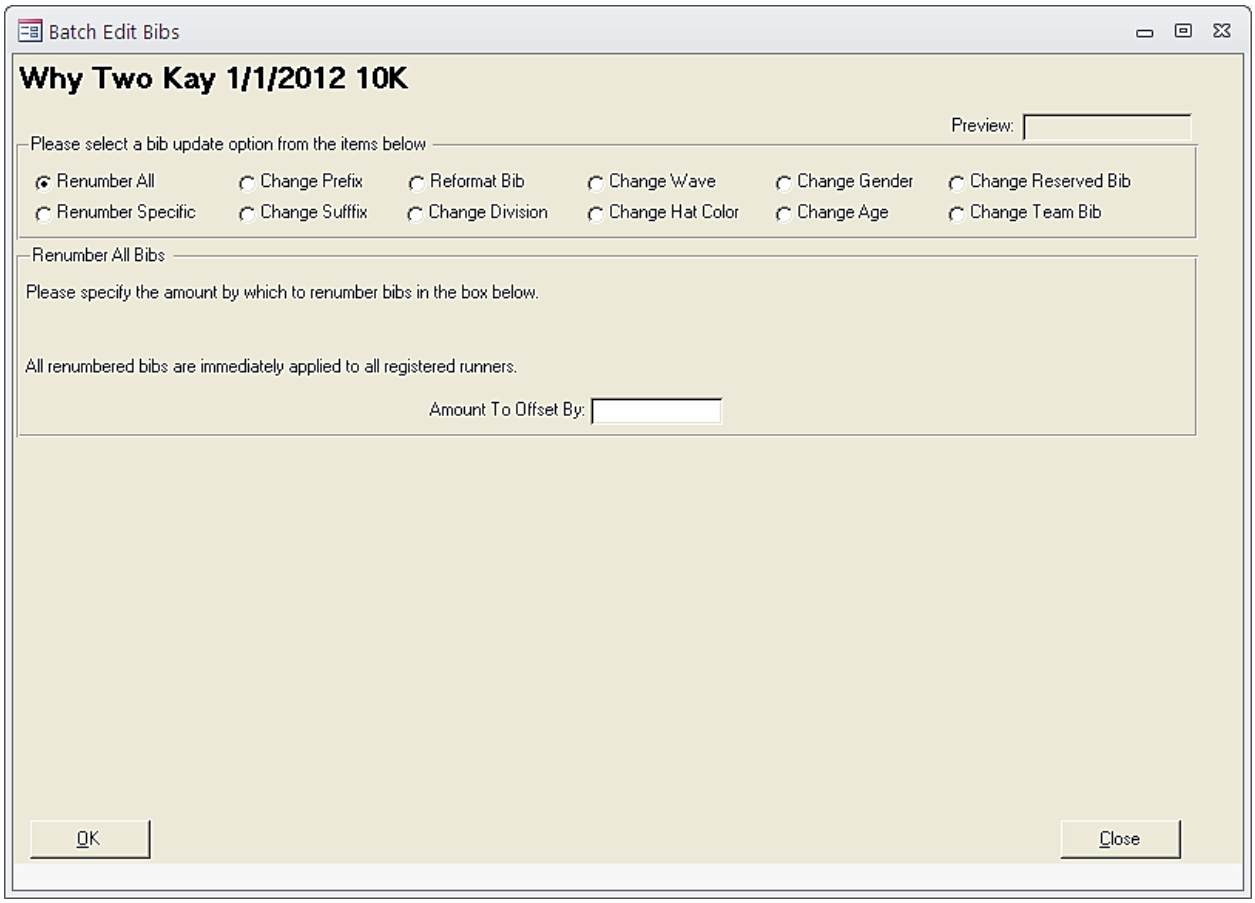
Users may need to use these features if they set up bibs 1001 to 2000, but bibs 2001 to 3000 were delivered.

How to Get Here

Select BATCH EDIT from the Bibs tab on the Race Management screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Bibs > BATCH EDIT

RaceTrak users can perform a variety of batch edits through selection of the radio button specific to the batch update mode desired.



Fields

The fields displayed dynamically change, depending on the Batch Edit mode selected.

Step By Step

Determine if Batch Updates are appropriate for your current circumstance.

Always backup your data before performing Batch Updates.

IMPORTANT! Batch Edit Bibs uses searches based on the parameters provided, so only those bibs matching the selections are updated.

Select Renumber All to offset bibs by the specified value. Use negative numbers to offset bibs to lower range (e.g., specify -1000 to change bibs from 2001 - 3000 to 1001 - 2000).

Select Change Prefix to change the bib prefix for a specified set of bibs.

Select Reformat Bib to change the bib format for a specified set of bibs.

Select Change Wave to change the wave for a specified set of bibs and optionally change the wave for registered runners assigned these bibs.

Select Change Gender to change the gender restriction settings for a specified set of bibs.

Select Change Reserved Bibs to change the reserved settings for a specified set of bibs.

Select Renumber Specific to offset bibs by a specified value for a specified set of bibs. Use negative numbers to offset bibs to lower range (e.g., specify -1000 to change bibs from 2001 - 3000 to 1001 - 2000).

Select Change Suffix to change the bib suffix for a specified set of bibs.

Select Change Division to change the division for a specified set of bibs and optionally change the division for registered runners assigned these bibs.

Select Change Hat Color to change the hat color for a specified set of bibs and optionally change the hat color for registered runners assigned these bibs.

Select Change Age to change the high and low age restriction settings for a specified set of bibs.

Select Change Team Bib to restrictions to reserve bibs for teams. Be sure to only change for bibs that have not been issued.

Select OK to perform the batch edit.

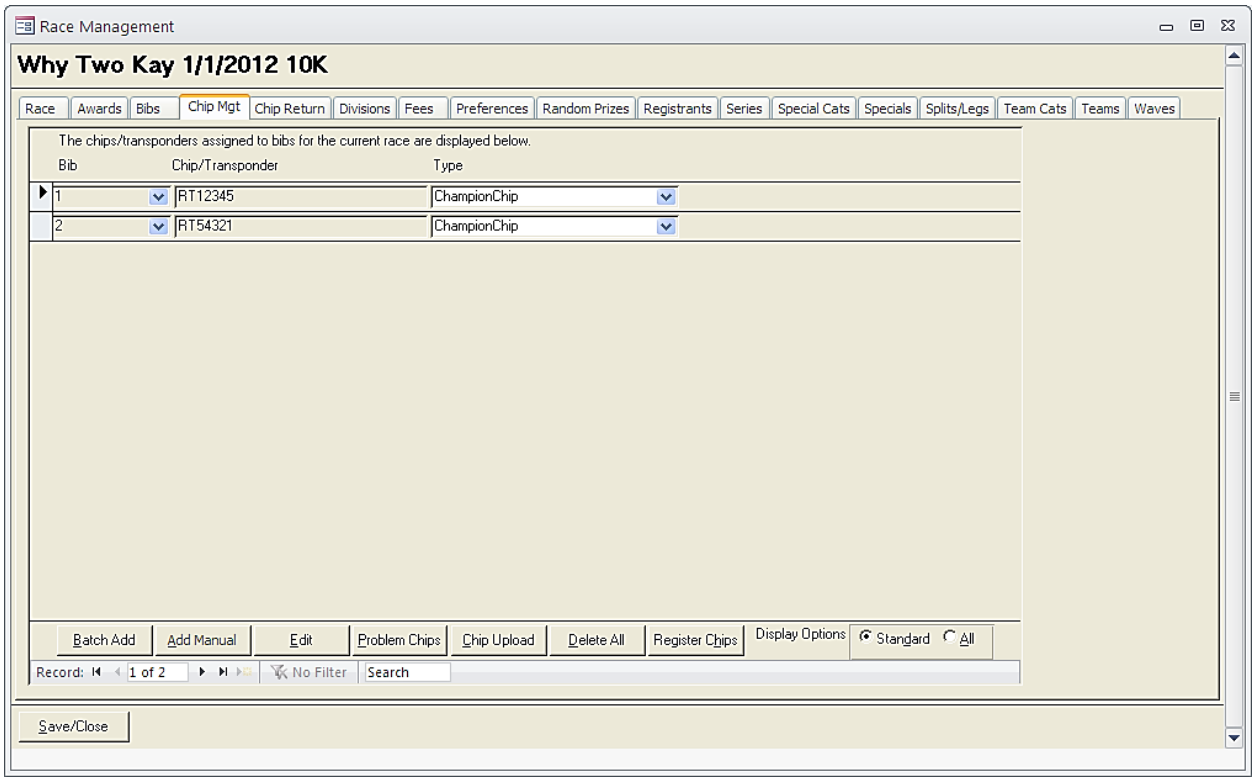
Chip Management Tab

The Chip Management tab displays for transponder races. This feature is only needed (and displayed) for transponder technologies whose chip number is different than the bib number (as determined by the Timing Method specified for the current race). Chip Management allows users to import files containing the chip identifiers and associate them with bibs in the current race. *New in RT6.*

How to Get Here

Select the Chip Management tab on the Race Management screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Chip Mgt



Fields

Field Name	Reqd?	Description
Bib	Yes	Bib number(s) generated (if any) for this race. Cannot be altered by user.
Chip/Transponder	Yes	The chip/transponder number assigned to the bib.
Type	No	The type of chip used. *New in RT6.* Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_timing_method).
1st-2nd Chip	Yes	For races where participants use two chips, displays if the chip is the first or second chip. By default, single chip races will show value of 1. This field is only displayed when the Display Options mode is All. *New in RT6.*

Step By Step

Use the Chip Management tab to associate chips with bibs (e.g., associate chip RT123 with bib 1).

When races uses two chips per person, select All in the Display Options to display how chips are set up.

Select BATCH ADD to import chip data (and associate the chips to bibs) from a chip file using the Batch Add Chips screen.

Select ADD MANUAL to individually associate a chip to a bib using the Manually Add a Transponder to Bib screen.

Select EDIT to update the data in the current screen.

Select PROBLEM CHIPS to display runner in the race who do not have a transponder and/or orphaned transponders (a transponder issued to a person but not associated with a bib).

Select CHIP UPLOAD to build a file of chip data.

Select DELETE ALL to remove the transponders from the current race and removes these transponders from registered runners. It is highly recommended that data be backed up before performing this action.

Select REGISTER CHIPS to associate the chips with runners already registered in the current race. This feature is generally used when runners have been registered before the chip file is received, but can also be used for other purposes

Registration Assign Chips
Why Two Kay 1/1/2012 10K
Please select how chips will be loaded to registered runners from the choices below. Note: duplicate chips are not allowed. If a bib has multiple chips, they will all be written.
Register Chips:
Load chips to only those registrants who do not have a chip assigned
Load chips to only those registrants who do not have a RACE chip assigned
Load chips to all registrants
Remove race chips from all registrants and overwrite with race chips that are assigned to bibs.
OK
Close

Batch Add Chips Screen

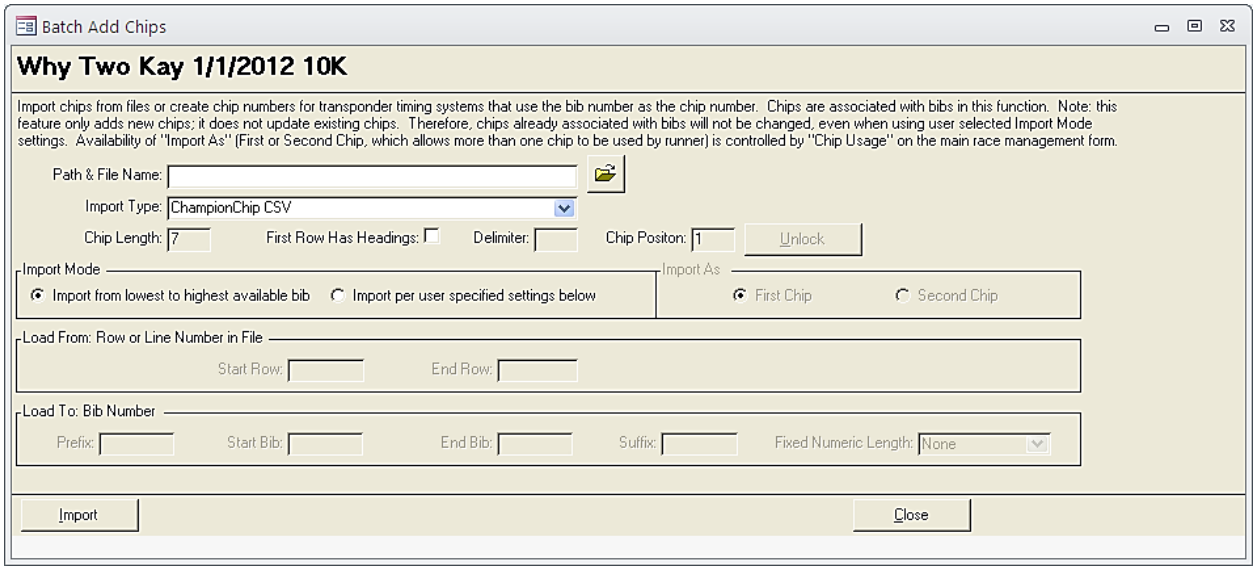
The Batch Add Chips Screen provides the import of chip files and associates these chip numbers with existing bib numbers. *Batch Add is only needed for transponder races where the transponder number is not equal to the chip number.*

How to Get Here

Select BATCH ADD from the Chip Management tab on the Race Management screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Chip Mgt > BATCH ADD

Note: Bibs must be generated before chips can be loaded. The Import As selections are available depending on the Chip Usage settings for the race.


Batch Add Chips
Why Two Kay 1/1/2012 10K
Import chips from files or create chip numbers for transponder timing systems that use the bib number as the chip number. Chips are associated with bibs in this function. Note: this feature only adds new chips; it does not update existing chips. Therefore, chips already associated with bibs will not be changed, even when using user selected Import Mode settings. Availability of "Import As" (First or Second Chip, which allows more than one chip to be used by runner) is controlled by "Chip Usage" on the main race management form.
Path & File Name:
Import Type: ChampionChip CSV
Chip Length: 7
First Row Has Headings:
Delimiter:
Chip Positon: 1
Unlock
Import Mode
Import from lowest to highest available bib
Import per user specified settings below
Import As
First Chip
Second Chip
Load From: Row or Line Number in File
Start Row:
End Row:
Load To: Bib Number
Prefix:
Start Bib:
End Bib:
Suffix:
Fixed Numeric Length: None
Import
Close

Fields

Field Name	Reqd?	Description
Path & File Name	Yes	The name and location of the file to be imported.
Import Type	Yes	Indicates the type of import file to be imported.
Chip Length	Yes	The fixed number of characters in the chip identifier.
First Row Has Headings	No	Whether or not the first row in the file contains header information (e.g., Chip Number, Bib Number).
Delimiter	No	For delimited files, the delimiter used.
Chip Position	No	The position of the chip in the file (where 3 indicates that the chip starts in the third position in the file).
Import Mode: Import from lowest to highest available bib	No	Assigns chips starting at the lowest available bib to the highest available bib.
Import Mode: Import per user specified settings below.	No	Assigns chips using user specified settings.
Import As: First Chip	No	Default.

Import As: Second Chip	No	For races using more than one chip per runner, allows the entry of a second chip.
Load From: Row or Line Number in File - Start Row	No	The starting row to import.
Load From: Row or Line Number in File - End Row	No	The ending row to import.
Load To: Bib Number - Prefix	No	The prefix (if any) of the bibs to be associated with the chips. Available only for files that do not include bibs.
Load To: Bib Number - Start Bib	Yes	The start bib number to be associated with the chips. Available only for files that do not include bibs.
Load To: Bib Number - End Bib	Yes	The end bib number to be associated with the chips. Available only for files that do not include bibs.
Load To: Bib Number - Suffix	No	The suffix (if any) of the bibs to be associated with the chips. Available only for files that do not include bibs.
Load To: Bib Number - Fixed Numeric Length	No	The length of bibs (if formatting used) of the bib number.

Step By Step

To import new chip data, specify the file name and location of the text file containing chip numbers. RaceTrak supports several types of import chip files that will be associated with bibs. Such files may or may not include the bib numbers and must follow pre-established standards. RaceTrak currently support the import of five chip file types (four from ChampionChip and one from Winning Time). In addition, RaceTrak provides a customization feature that allows users to build custom imports for fixed text and comma separated files.

IMPORTANT! Duplicate chips are not allowed for the race, and errors will be reported. Therefore, the import file must not include duplicate chip numbers. As a work around, the chip return function can be used to check and build a chip file that does not contain duplicates.

Specify the type of file to be imported.

Because certain files include chip numbers already associated with bib numbers, there is no need to select ranges of chips or bibs for these file types. Where matches are found, the chip number will be written to the bib record.

For other file types, (which have only the chip number), perform the following steps:

- Specify the Import Mode.
- Specify the Load From: Row or Line Number in File. The start and end positions (by position in the chip file). For example, specify 101 to 500 to load 400 chips from the chip file, starting at row 101 in the chip file.
- Specify the Load To: Bib Number parameters. Specify the bibs with which to associate chips. For example, specify 1101 to 1500 to associate the 400 chips above with bibs 1101 to 1500.

Select IMPORT to import the chip data.

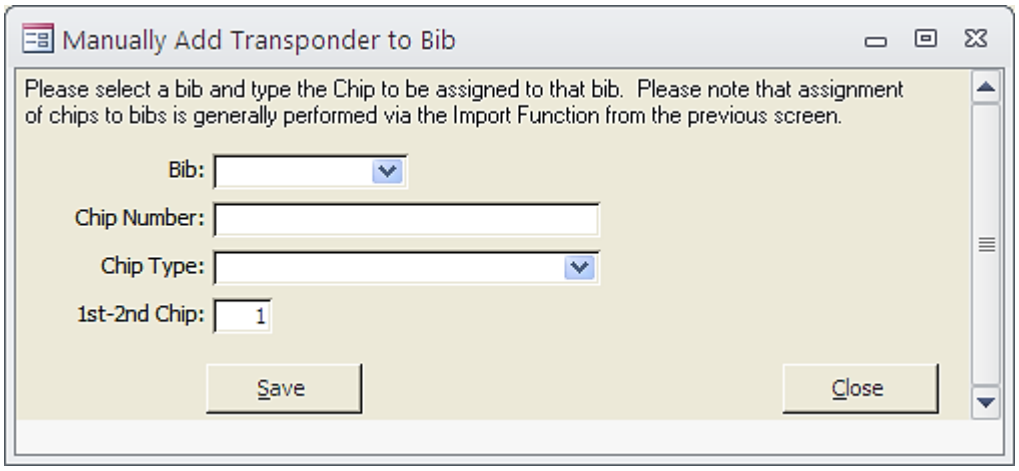
Manually Add a Transponder to Bib Screen

The Manually Add a Transponder to Bib screen allows users to manually associate transponders to bibs and is intended for use when a handful of transponders is added to a race.

How to Get Here

Select ADD MANUAL from the Chip Management tab on the Race Management screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Chip Mgt > ADD MANUAL


Manually Add Transponder to Bib
Please select a bib and type the Chip to be assigned to that bib. Please note that assignment of chips to bibs is generally performed via the Import Function from the previous screen.
Bib:
Chip Number:
Chip Type:
1st-2nd Chip:
1
Save
Close

Fields

Field Name	Reqd?	Description
Bib	Yes	Bib number for the chip. Values for this drop-down are maintained in Race Management Bibs Tab.
Chip Number	Yes	The chip/transponder number assigned to the bib.
Type	No	The type of chip used. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_timing_method).
1st-2nd Chip	Yes	For races where participants use two chips, displays if the chip is the first or second chip. By default, single chip races will show value of 1. This field is only displayed when the Display Options mode is All.

Step By Step

Select the Bib number from the drop-down, enter the Chip Number, select a Chip Type from the drop-down, and select SAVE.

If your race uses two chips per runner, be sure to enter first and second chips accordingly.

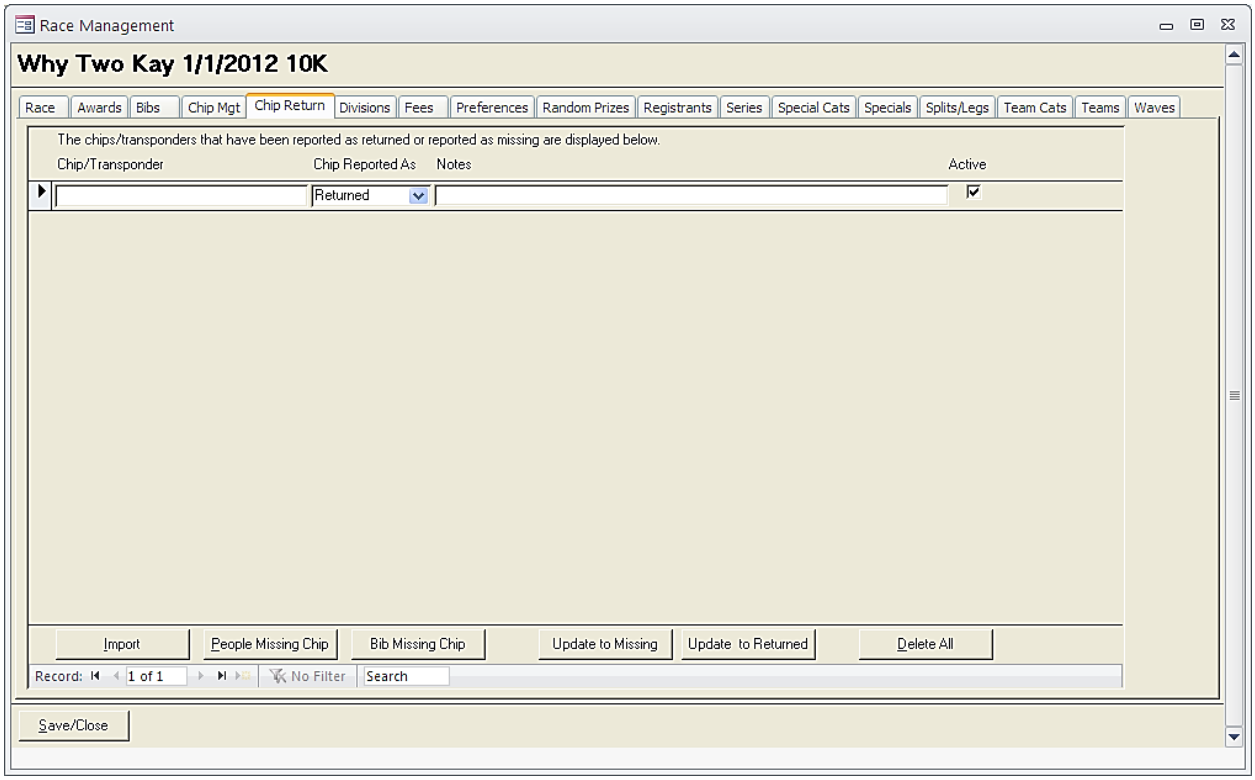
Chip Return Tab

The Chip Return tab displays for transponder races. This feature is only needed (and displayed) for transponder technologies whose chips are expected to be returned after the race as determined by the Timing Method specified for the current race). Chip Return allows users to import files (or manually type) either returned chips or chips not returned. After the files are imported, Chip Return provides reports to identify the person or persons who may have used the transponder.

How to Get Here

Select the Chip Management tab on the Race Management screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Chip Return

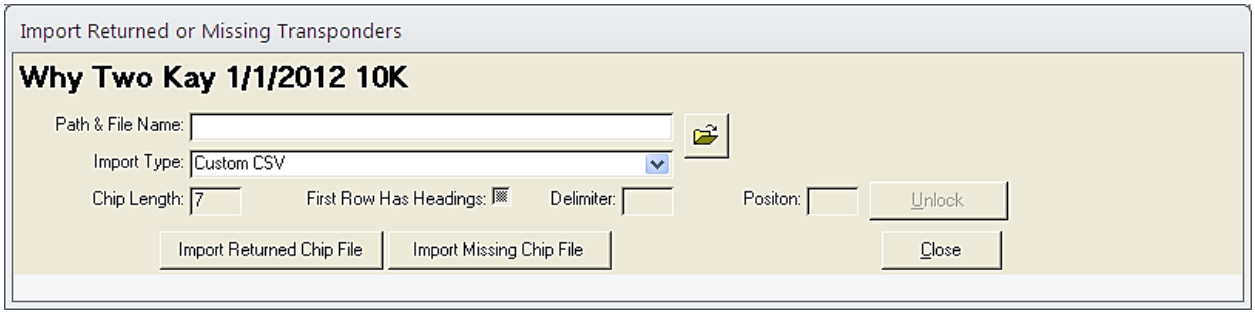


Fields

Field Name	Reqd?	Description
Chip/Transponder	Yes	The chip/transponder number that is either missing or returned.
Chip Reported As	Yes	Whether a chip is Returned or Missing.
Notes	No	User specified notes or comments regarding the Chip/Transponder.
Active Flag	No	Allows user to de-activate the chip and not show on reports.

Step By Step

Select IMPORT to import chips from a file. The Import Returned or Missing Transponders screen opens. Find the file containing the missing or returned transponders and select the appropriate Import Type and other configurations. Select the respective IMPORT RETURNED CHIP FILE or IMPORT MISSING CHIP FILE to import the data.



Select PEOPLE MISSING CHIP to display a spreadsheet view of runners having either missing or returned chips.

Select BIB MISSING CHIP to display a spreadsheet view of bibs associated with either missing or returned chips.

Select UPDATE TO MISSING to update chips listed as missing to returned (to fix an incorrectly specified import).

Select UPDATE TO RETURNED to update chips listed as returned to missing (to fix an incorrectly specified import).

Divisions Tab

The Divisions tab (*new in RT6*) displays a listing of Divisions that might be used for this race. In RaceTrak, a division is separately scored event within the same race. Divisions are used to score differently grouped participants, such as:

- Racewalkers
- Runners
- Fun Run
- 5K event when scored simultaneously with another event

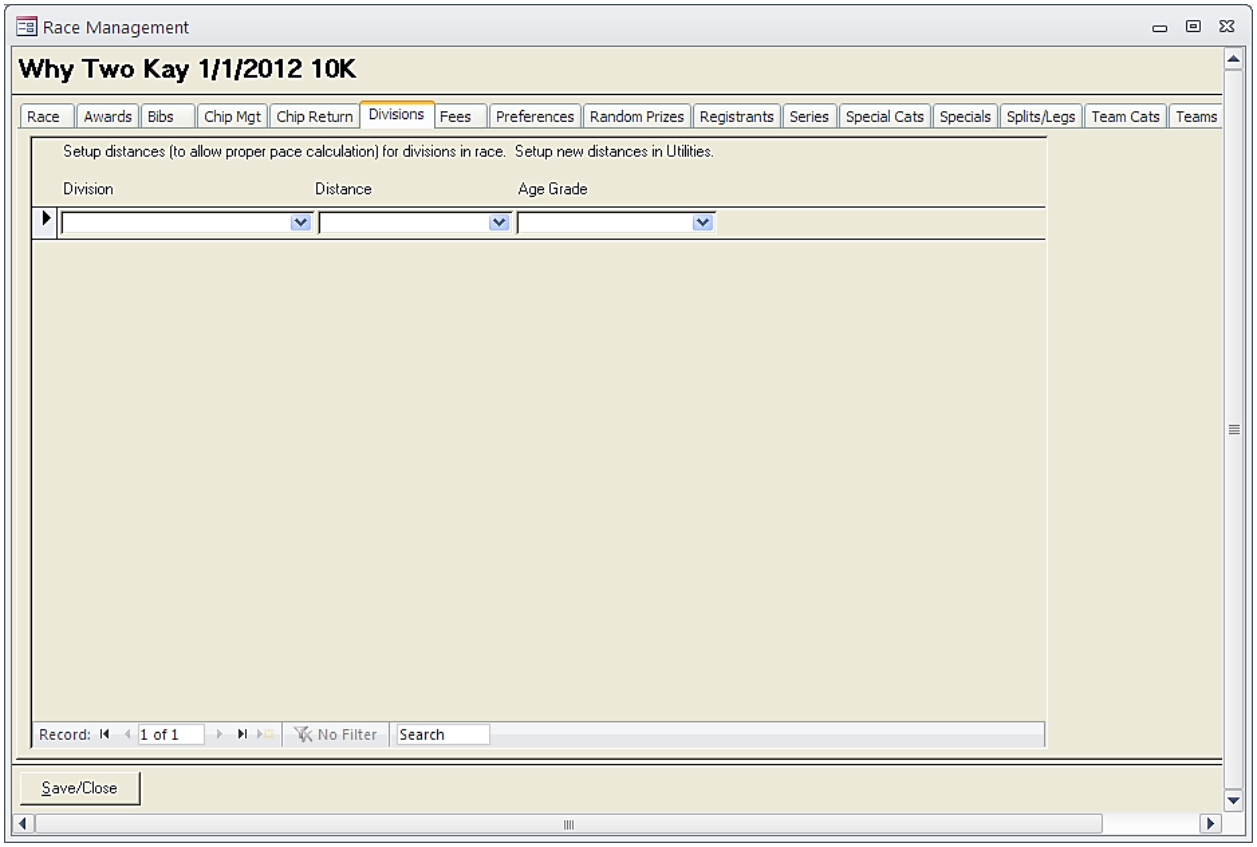
The Divisions tab allows you to specify distances and age grades for each Division, thus allowing for the correct pace and/or age grade reporting.

RaceTrak's default division is Run and is used for most races. However, additional divisions can be setup (in Utilities) and allow timers to score divisions as "races within a race."

How to Get Here

Select the Chip Management tab on the Race Management screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Divisions



Fields

Field Name	Reqd?	Description
Division	Yes	The Division for the Distance and Age Grade. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_division).
Distance	No	Distance for the Division selected. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_distance).
Age Grade	No	The Age Grade for the Division selected. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_age_grade).

Step By Step

Select a Division from the drop-down and specify either a Distance or Age Grade (or both) for the Division.

Note: New divisions can be created in Utilities>select tbl_division (the Run division is the RaceTrak default and cannot be altered).

Fees Tab

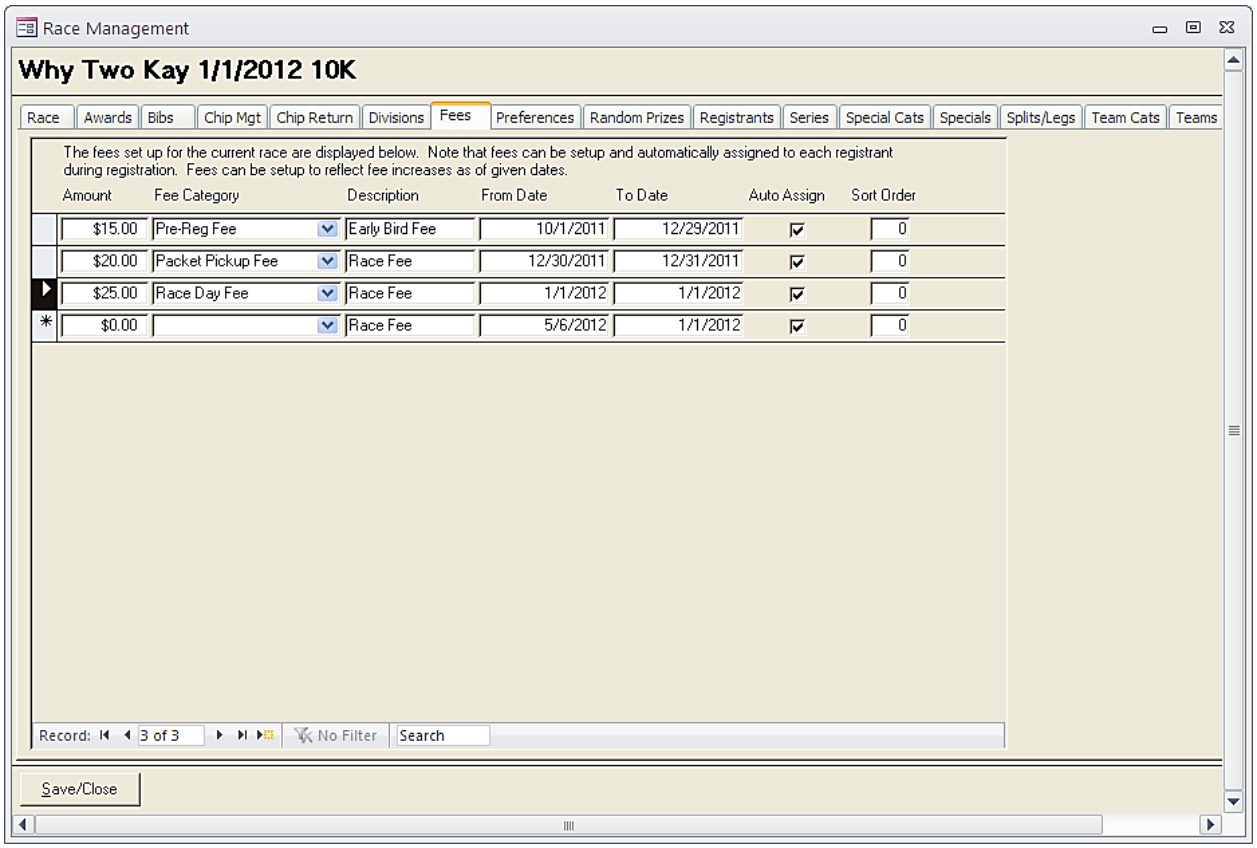
The Fees tab displays a listing of Fees that might be used for this race. Fees can be specified by dates and fees can be set up for extra items such as additional shirts and/or meals. *New in RT6.*

Fees can be designates as “auto assign’ and these will be automatically added when manually registering a runner.

How to Get Here

Select the Fees tab on the Race Management screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Fees



Fields

Field Name	Reqd?	Description
Amount	Yes	The fee amount.
Fee Category	No	The category for the fee (pre-race, race day, etc). Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_fee_category).
Description	No	Short description of the fee.
From Date	No	The start date for the fee.
To Date	No	The end date for the fee.
Auto Assign	No	Whether RaceTrak automatically assigns during the registration process.
Sort Order	No	How the data is ordered in drop-downs and reports.

Step By Step

Enter data for one or more fees as required.

Preferences Tab

The Preferences tab (*new in RT6*) displays a listing of race-specific preferences that can be applied to the current race. Preferences allow extended scoring and capability, which allow RaceTrak users to bypass typical race scoring rules and (with the exception of the Use Custom Form preference) preferences should be used with caution. RaceTrak provides default settings for the preferences as well explanatory notes regarding the settings.

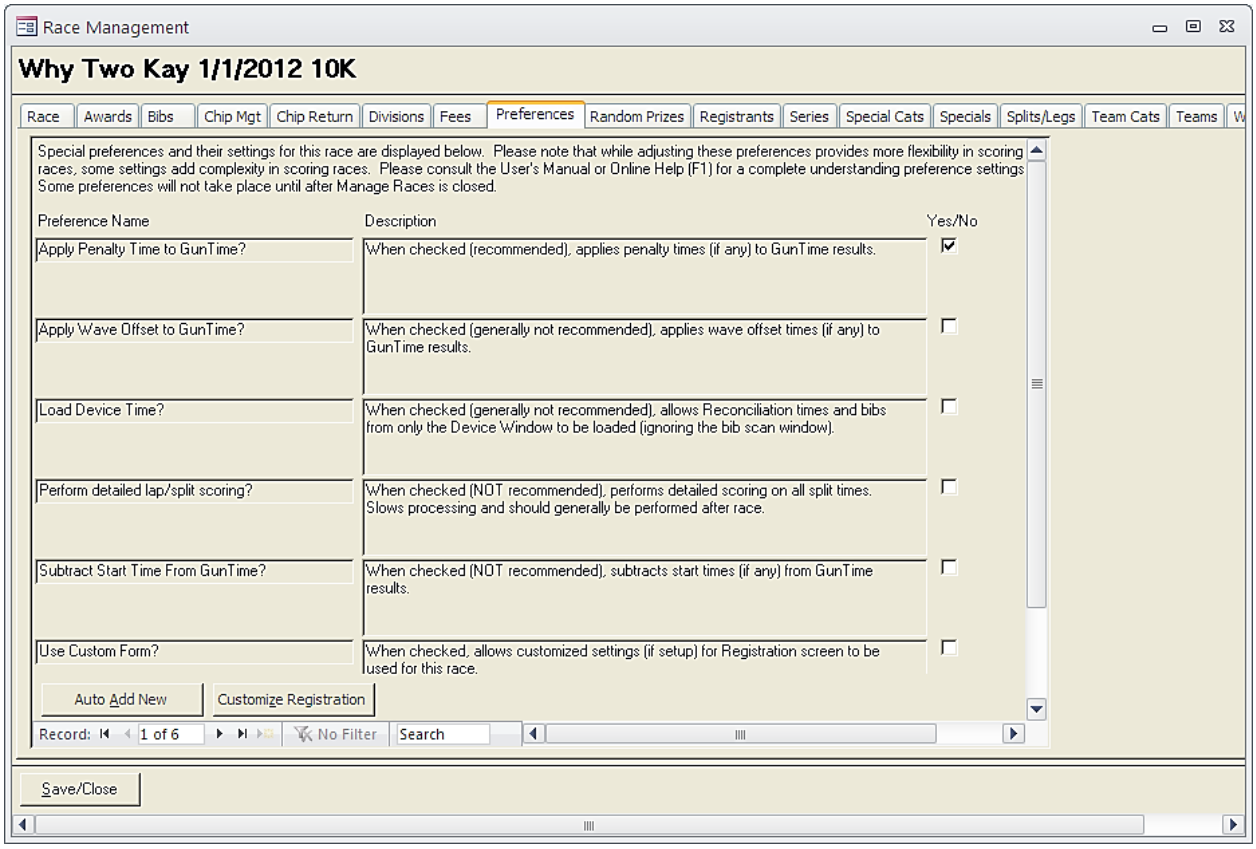
Preferences must be created before they can be used, and selection of either AUTO ADD NEW or CUSTOMIZE REGISTRATION create preferences for the current race.

The Use Custom Form preference invokes the settings created via Customize Registration. Please see the Customize Registration Screen section for more information on customizing your registration screens.

How to Get Here

Select the Preferences tab on the Race Management screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Preferences


Race Management
Why Two Kay 1/1/2012 10K
Race
Awards
Bibs
Chip Mgt
Chip Return
Divisions
Fees
Preferences
Random Prizes
Registrants
Series
Special Cats
Specials
Splits/Legs
Team Cats
Teams
Special preferences and their settings for this race are displayed below. Please note that while adjusting these preferences provides more flexibility in scoring races, some settings add complexity in scoring races. Please consult the User's Manual or Online Help (F1) for a complete understanding preference settings. Some preferences will not take place until after Manage Races is closed.
Preference Name
Description
Yes/No
Apply Penalty Time to GunTime?
When checked (recommended), applies penalty times (if any) to GunTime results.
Apply Wave Offset to GunTime?
When checked (generally not recommended), applies wave offset times (if any) to GunTime results.
Load Device Time?
When checked (generally not recommended), allows Reconciliation times and bibs from only the Device Window to be loaded (ignoring the bib scan window).
Perform detailed lap/split scoring?
When checked (NOT recommended), performs detailed scoring on all split times. Slows processing and should generally be performed after race.
Subtract Start Time From GunTime?
When checked (NOT recommended), subtracts start times (if any) from GunTime results.
Use Custom Form?
When checked, allows customized settings (if setup) for Registration screen to be used for this race.
Auto Add New
Customize Registration
Record: 1 of 6
No Filter
Search
Save/Close

Fields

Field Name	Reqd?	Description
Preference Name	Yes	The preference stated in a question.
Description	Yes	Short description of the preference, what it does, and recommended usage.
Yes/No	No	Whether the Preference is used or not.

Step By Step

Select AUTO ADD NEW to add new preferences into the current race.

Invoke the settings for a given Preference by checking the Yes/No checkbox. Most preferences are self-explanatory and the Description provides additional information on each preference.

Select CUSTOMIZE REGISTRATION to customize the registration screen for the current race using the Customize Registration screen.

Best Practices

With the exception of the Customize Registration Screen, it is best to leave default settings as set-up by RaceTrak. The on-screen descriptions provide instruction regarding each preference.

Customize Registration Screen

The Customize Registration screen (*new in RT6*) allows users to customize the registration screens for the current race.

Note: by default customization will display and enable all fields, so users will need to hide and/or disable fields they don't use during the registration process. However, these fields are available if the user selects Display All on the registration screen. The settings are indicated as follows:

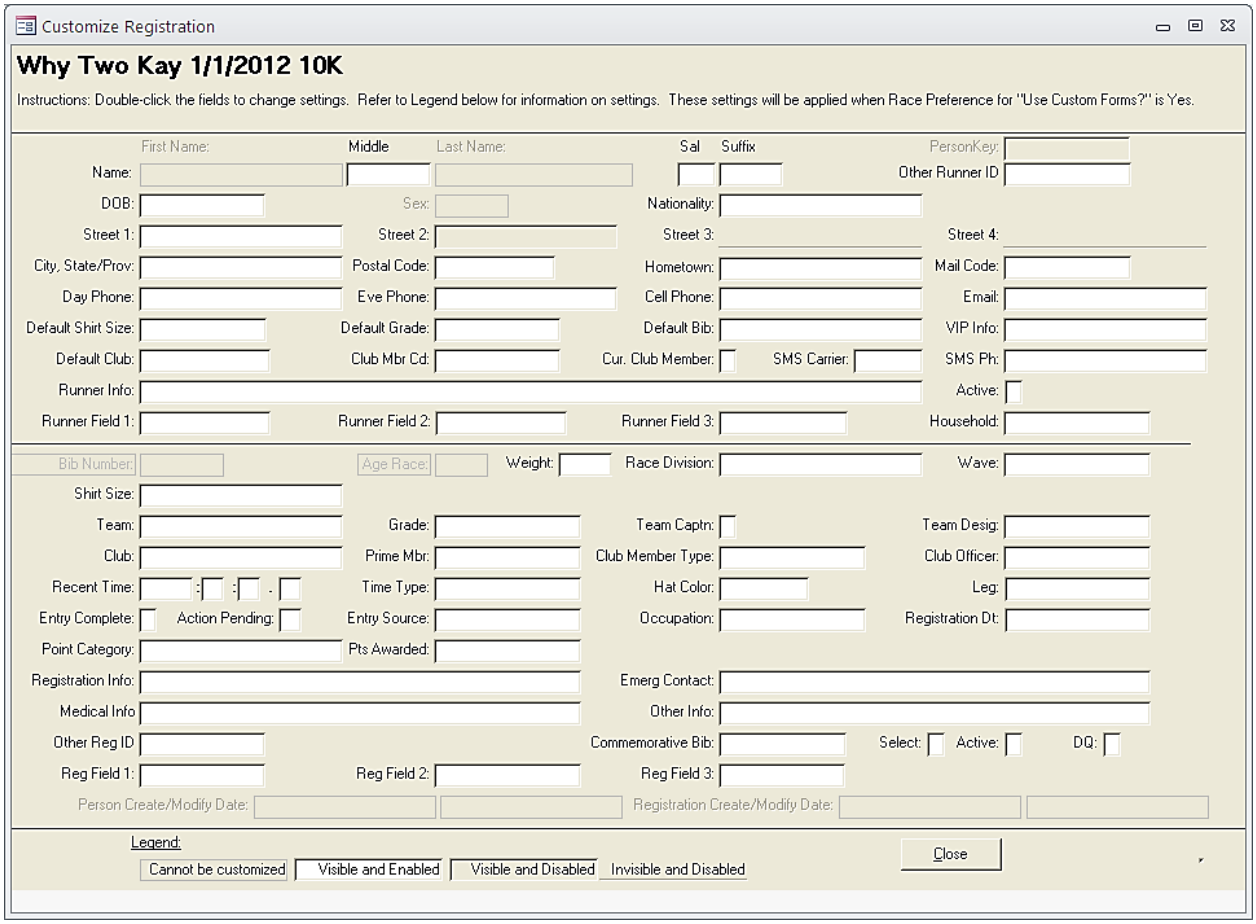
- A white background indicates that the field is visible, unlocked, and available for editing on Registration screens.
- A gray background indicates that the field is visible and locked on Registration screens.
- An underscore indicates that the field is not visible on Registration screens..

The customizations for a given race can be globally turned on or off by checking or unchecking the Yes/No value in the Preferences Tab.

How to Get Here

From the Preferences tab, select Customize on the Race Management screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Preferences > CUSTOMIZE REGISTRATION



Fields

Field Name	Reqd?	Description
The name of the field in registration screens.	N/A	Non-grayed fields are available to customize the registration screen for this race.

Step By Step

Customization is easily accomplished: ***double-click on a field to toggle its setting***:

- Fields displayed with a white background are visible on registration screens and available for entry.
- Fields displayed with a gray background are visible on registration screens but locked from entry (during registration users can double-click these fields to unlock them).
- Fields displayed with an underline only are not visible on registration screens, but can be seen by selecting the Display All in registration screens).
- Greyed out fields (First Name, Last Name, Person Key, Bib Number, Age Race, and Create/Modify Dates are not available for customization).

Select CLOSE to close the screen and return to the Race Preferences tab. Users are prompted to turn on or turn off the custom settings.

Random Prizes Tab

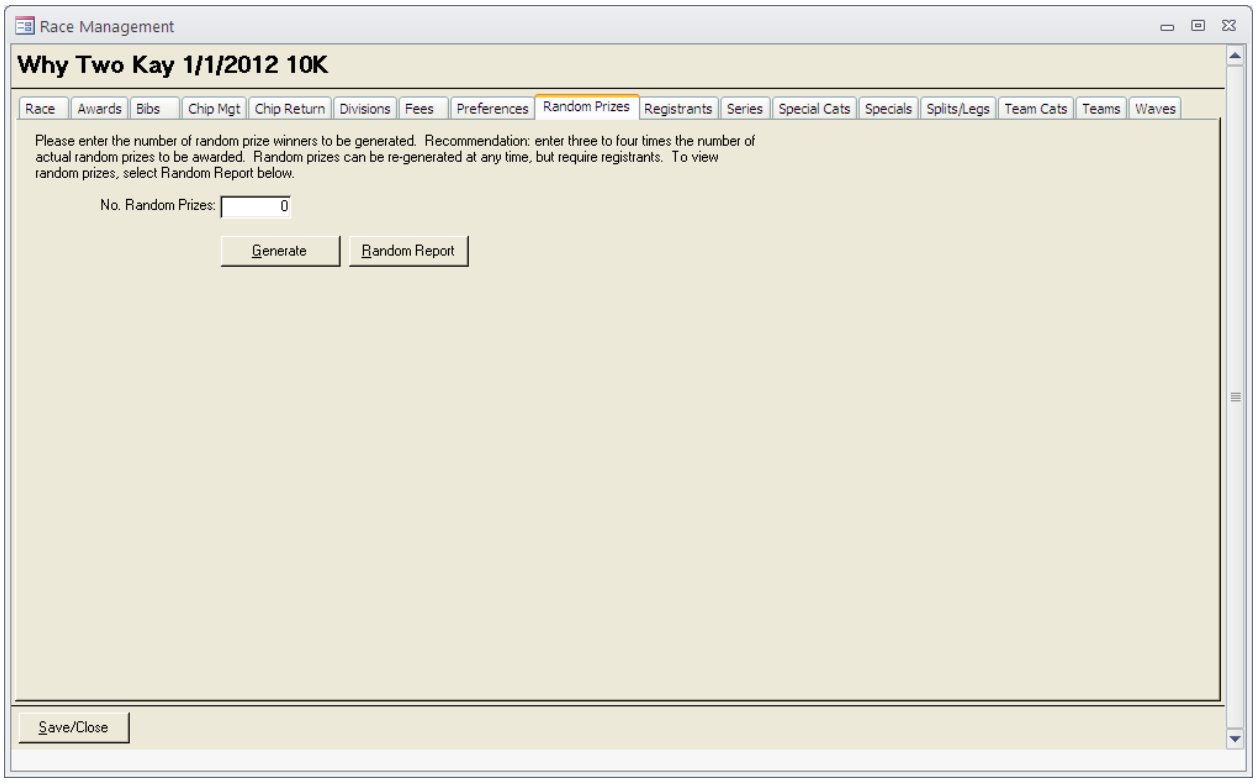
The Random Prizes tab allows RaceTrak users to create Random Prizes for registrants in this race.

Note: the number of random prizes specified cannot exceed the number of runners in this race.

How to Get Here

Select the Random Prizes tab on the Race Management screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Random Prizes



Fields

Field Name	Reqd?	Description

No. Random Prizes	Yes	The number of random prizes to be generated.

Step By Step

Specify a total number of random prizes to be generated and select GENERATE to build a new listing of random prize winners.

Select RANDOM REPORT to view a listing of random prize wines.

Registrants Tab/Screen

The Registrants Tab/Screen provides RaceTrak user the capability to view and update data for runners already registered in a race, sort these registrants by any column listed, and display different data via the Show selection. Please refer to Registration and Registrant Import for details on how to register runners into a race.

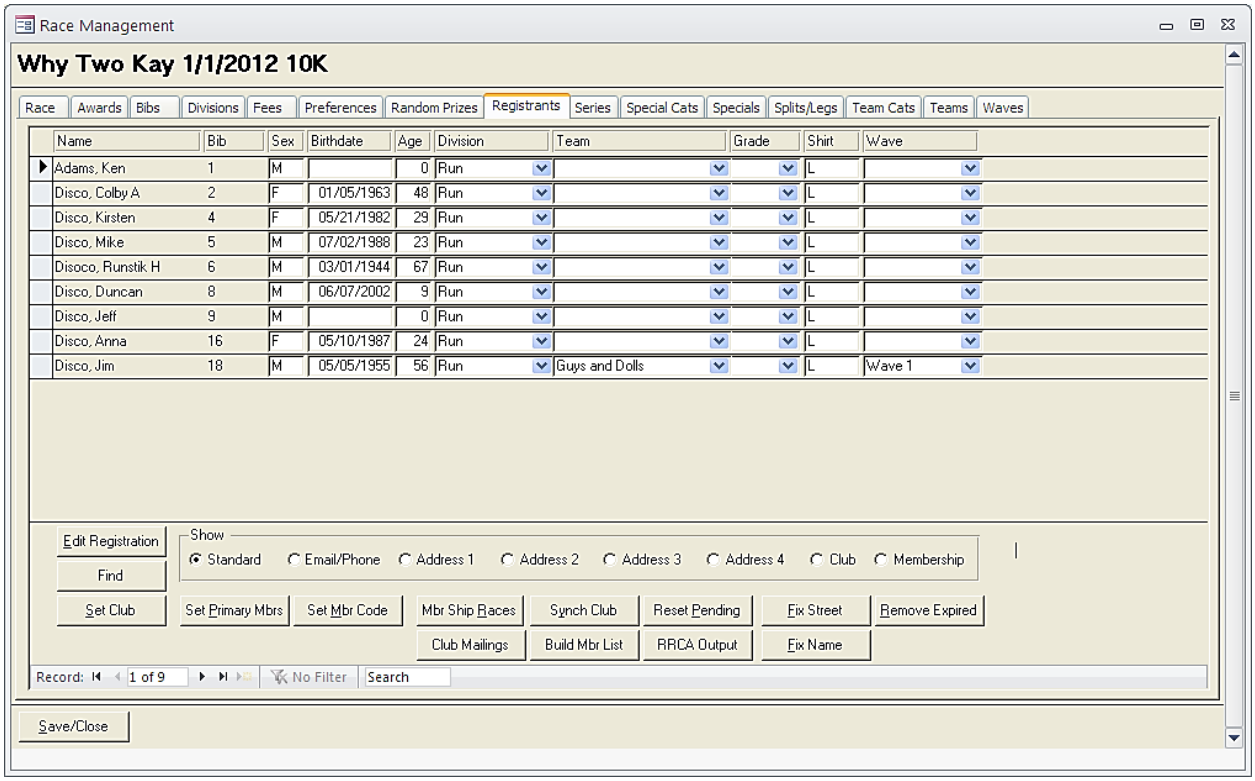
How to Get Here

Select the Registrants tab on the Race Management screen or select REGISTRANT LIST from the Select Runner for Registration screen.

Note: after system re-boot, on initial open for large races this screen may take a minute or two to open.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Registrants

Full navigation: Main Menu > REGISTRATION > (select a race) OK > REGISTRANT LIST



Fields

Field Name	Reqd?	Description
All Views		
Name	Yes	Registrant's name in last first name order.
Bib	Yes	Registrant's bib.

Sex	Yes	Registrant's gender.
Standard View		
Birthdate	No	Registrant's birthdate.
Age	Yes	Registrant's age (defaults to zero when Birthdate is not provided).
Division	Yes	Registrant's division. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_division).
Team	No	Registrant's Team. Values for this drop-down are maintained in Race Management Teams Tab.
Grade	No	Registrant's scholastic grade. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_division).
Shirt	No	Registrant's shirt size in this race.
Wave	No	Registrant's Wave. Values for this drop-down are maintained in Race Management Waves Tab.
Email/Phone View		
Email	No	Registrant's Email.
Phone - Day	No	Registrant's daytime phone number.
Phone - Eve	No	Registrant's evening phone number.
Phone - Cell	No	Registrant's cell phone number.
Address 1 View		
Street 1	No	Registrant's first street address.
Postal Code	No	Registrant's zip code or postal code. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_postal_code).
Hometown	No	Registrant's hometown (*new in RT6*); derived from person's zip code or can be manually added.
Address 2 View	*Same as Address 1 view; adds Street 2 for entry of second address line*	
Address 3 View	*Same as Address 2 view; adds Street 3 for entry of third address line*	
Address 4 View	*Same as Address 3 view; adds Street 4 for entry of fourth address line*	
Club View		
Default Club	No	Person's default club. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_club).
Registrant Club	No	Registrant's club for this race. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_club).

Step By Step

Click on a column heading to sort/group by that column.

Select EDIT REGISTRATION to open the full registration screen (see Registration (Edit Registration) Screen) for a selected registrant.

Select FIND to search for and go to a specific entry based on your search settings.

Select one of the SHOW options to change the fields displayed on the screen.

Select FIX STREET to standardize streets (e.g. Street to St) based on settings in Utilities (see tbl_street_fix).

Select RUNNERS CHIPS to view chips assigned or not assigned to registrants (for chip races only where chip is not equal to the bib).

Registrants (Club Membership Race Mode) Tab/Screen

The Registrants (Club Membership Race Mode) tab/screen includes all the features of the Registrants tab/screen, but adds several features to allow RaceTrak users manage club memberships within a "race." Such features are available when the Membership Checkbox is checked (via the Race Management Race Tab). This section discusses only the additional features available in Club Membership Race Mode. *New in RT6*. Club members can also be managed and tracked in Runner Management, but Club Membership Races Mode provides many more tools for handling club members and geared toward non-rolling memberships (where RaceTrak's Club Membership Race Mode supports membership management when all members share the same membership start and end dates).

Note: this screen can take a minute to load on first use of a RaceTrak session.

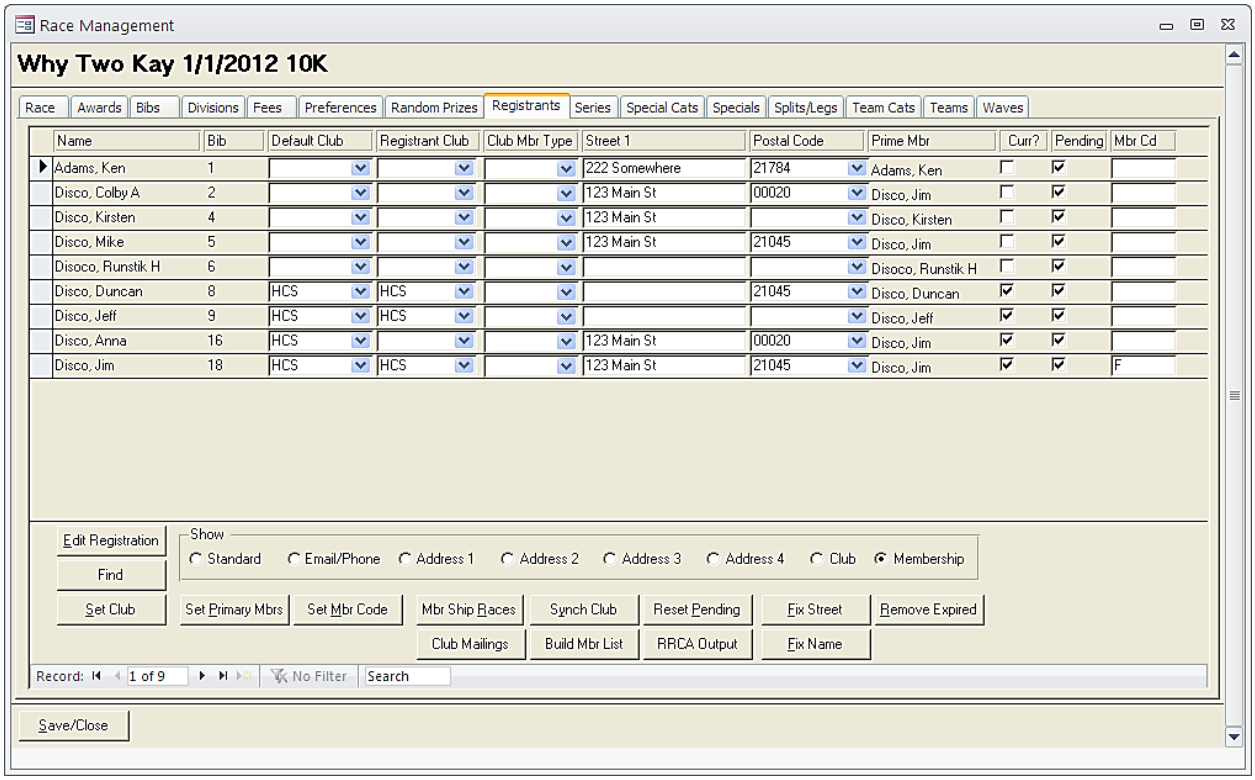
In Club Membership Race Mode, membership specific command buttons and the Show - Membership option are available.

How to Get Here

Select the Registrants tab on the Race Management screen or select REGISTRANT LIST from the Select Runner for Registration screen. The race must have the Membership checkbox checked in the Race Tab.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Registrants

Full navigation: Main Menu > REGISTRATION > (select a race) OK > REGISTRANT LIST



Fields

Field Name	Reqd?	Description

Membership View

Default Club	No	Person's default club. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_club).
Registrant Club	No	Registrant's club for this race. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_club).
Club Member Type	No	Registrant's membership type. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_club_member_type).
Street 1	No	Registrant's first street address.
Postal Code	No	Registrant's zip code or postal code. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_postal_code).
Primary Member	No	The primary member in a membership. As depicted above, Jim Disco is the primary member for himself and four other family members.
Curr (Current) Checkbox	No	Person's membership status. When checked, the person is currently a club member.
Pending Checkbox	No	A registrant field used to limit mailings by the pending status.
Member Cd (Code)	No	Person's membership code. Can be any value; can be used to designate the year of membership for display in various outputs.

Step By Step

Click on a column heading to sort/group by that column.

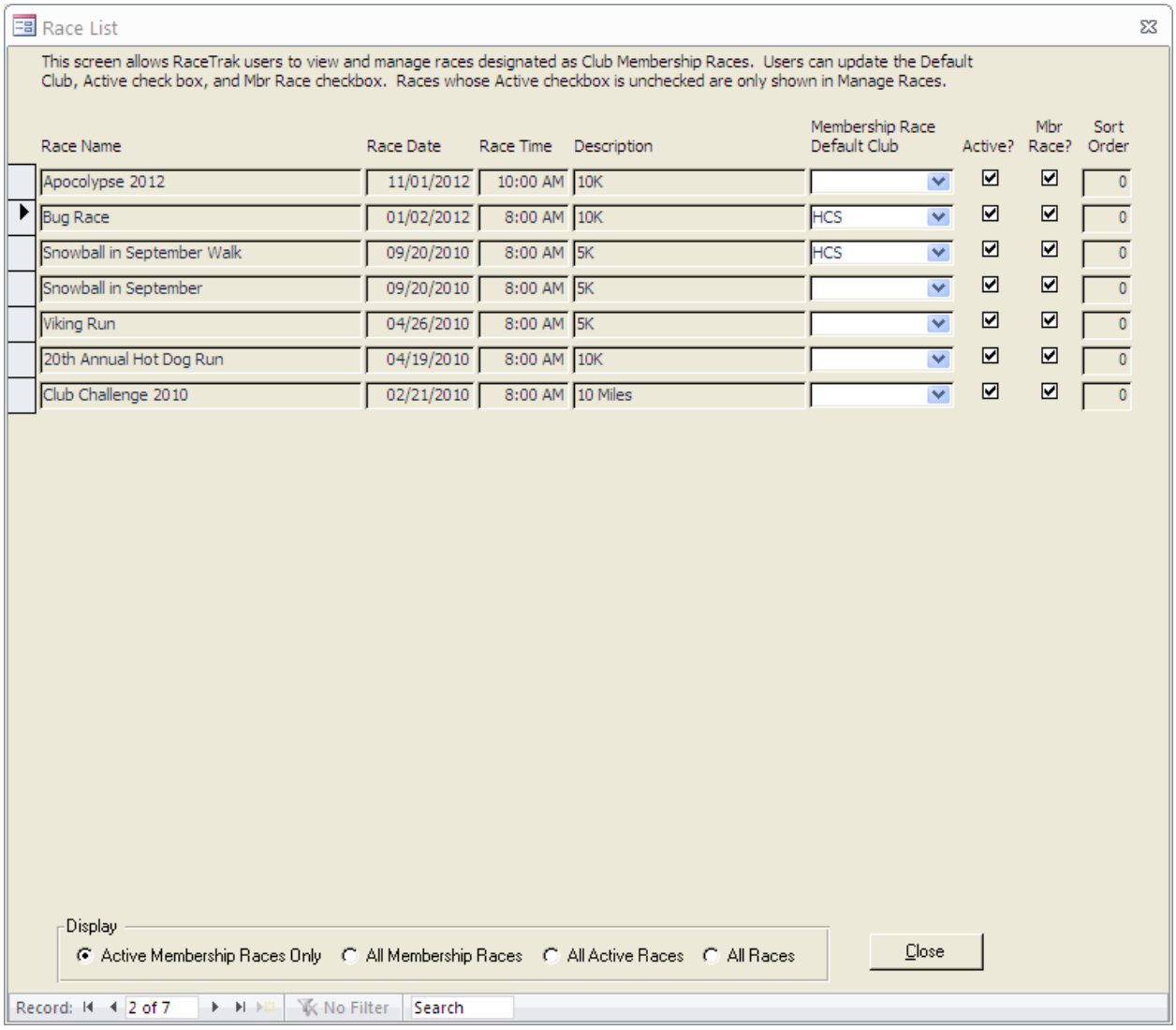
See Registrants tab for EDIT REGISTRATION, FIND, SHOW, FIX STREET, and RUNNERS CHIPS definitions.

Select SET CLUB to set the Registrant's club the default club for this membership race. Runner's default clubs are set for runners without default clubs.

Select SET PRIMARY MEMBERS to allow RaceTrak to determine primary members for registrants at the same address. The primary member is the eldest (based on birthdate) of members at the exact same address. Options are available to set only those registrants without a primary member or to reset all registrants.

Select SET MEMBER CODE to allow RaceTrak to determine the runner's membership code. RaceTrak prompts users for various choices to allow previous codes to be quickly updated.

Select MBR SHP RACES to quickly setup other races as membership races and opens the Race List screen.


Race List
This screen allows RaceTrak users to view and manage races designated as Club Membership Races. Users can update the Default Club, Active check box, and Mbr Race checkbox. Races whose Active checkbox is unchecked are only shown in Manage Races.
Race Name
Race Date
Race Time
Description
Membership Race Default Club
Active?
Mbr Race?
Sort Order
Apocolypse 2012 11/01/2012 10:00 AM 10K 0
Bug Race 01/02/2012 8:00 AM 10K HCS 0
Snowball in September Walk 09/20/2010 8:00 AM 5K HCS 0
Snowball in September 09/20/2010 8:00 AM 5K 0
Viking Run 04/26/2010 8:00 AM 5K 0
20th Annual Hot Dog Run 04/19/2010 8:00 AM 10K 0
Club Challenge 2010 02/21/2010 8:00 AM 10 Miles 0
Display
Active Membership Races Only
All Membership Races
All Active Races
All Races
Close
Record: 2 of 7
No Filter
Search

Select SYNCH CLUB to set the registrants' clubs in another race. For example, five of your members in the membership race are registered in next week's Turkey Run. The synchronize club feature allows you to select the Turkey Run and these registrants will be assigned the membership race's default club. By Note: the default club must be specified in the Race Management Race Tab.

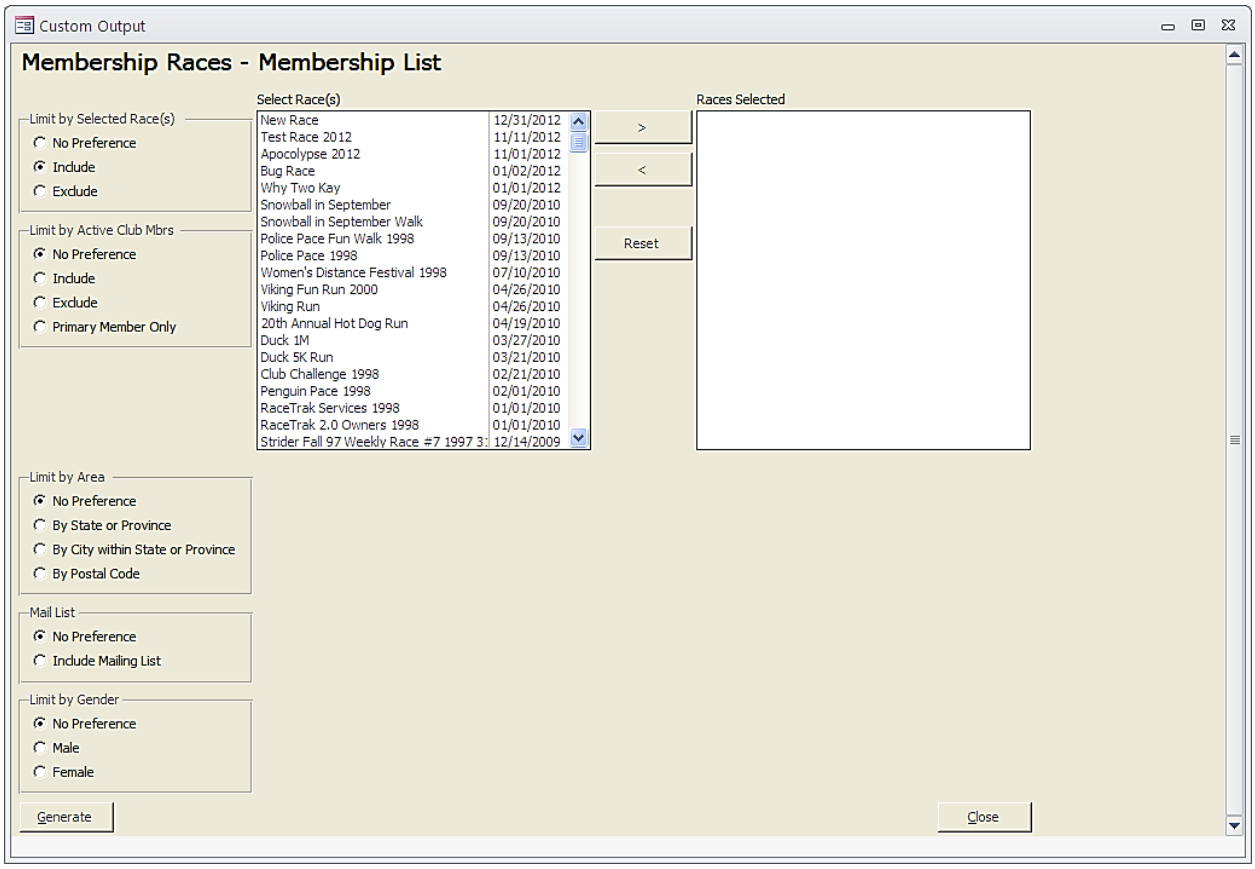
Sync Club in Selected Race
All runners in the current race are considered club members because this is a membership race. However, other races might not list these members as members for your club. This function updates the registrants' club for race you select.
OK
Cancel

Select REMOVE EXPIRED to remove the runner's default club and uncheck the active (current) membership status checkbox *for any runners not in the current race.*

Remove Default Club from Expired Memberships
This action removes the runner's default club and active member status for expired memberships. Expired memberships are any runners not in the current Membership Race. Hint: many clubs retain members on their roster beyond the actual expiration date, so this action should be used when the grace period is over. Select OK to continue.
OK
Cancel

Select CLUB MAILINGS to open the Mailings screen (see Mailing screen section) and build letters, envelopes, and labels geared to club members.

Select BUILD MEMBER LIST to open the Custom Output screen and build a listing of club members and their membership code. One or more races can be selected and preferences to limit by Active Cub Members, Location, Mailing List, and Gender are provided.



Select RRCA OUTPUT to build an address spreadsheet that conforms to the Road Runners Club of America specifications (at the time of this User's Manual). Note: runners must have valid mailing address to display in the output.

Mailings Screen

The Mailings screen allows for the production of customized letters, envelopes, and labels. In the initial release of RT6, this feature is only available for "membership races." *New in RT6.*

Several additional command buttons and the reporting option are available.

Please note that fields in angled brackets can be used to insert default values. For example, to place today's date in an output, type <current_date> where you want the current to appear.

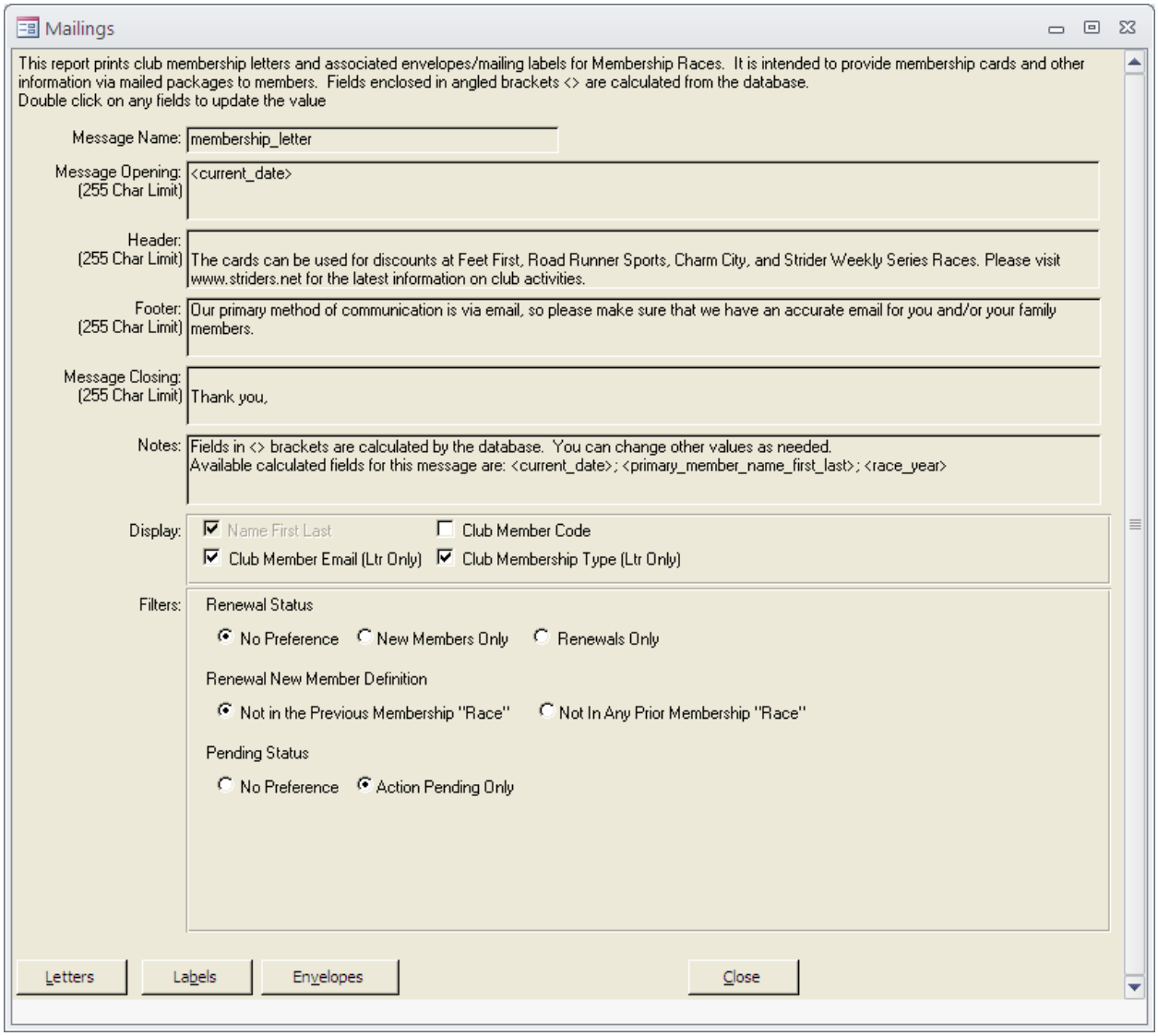
Note: messages data is not included in the RaceTrak_06_Data file; instead it is in the RaceTrak_06.mde and file. If you install a RaceTrak patch, the settings will revert to the factory settings.

How to Get Here

Select CLUB MAILINGS from the Registrants (Membership Mode) Tab/Screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a membership race) EDIT > Registrants > CLUB MAILINGS

Full navigation: Main Menu > REGISTRATION > (select a membership race) OK > REGISTRANT LIST > CLUB MAILINGS


Mailings
This report prints club membership letters and associated envelopes/mailing labels for Membership Races. It is intended to provide membership cards and other information via mailed packages to members. Fields enclosed in angled brackets <> are calculated from the database.
Double click on any fields to update the value
Message Name:
membership_letter
Message Opening: (255 Char Limit)
<current_date>
Header: (255 Char Limit)
The cards can be used for discounts at Feet First, Road Runner Sports, Charm City, and Strider Weekly Series Races. Please visit www.striders.net for the latest information on club activities.
Footer: (255 Char Limit)
Our primary method of communication is via email, so please make sure that we have an accurate email for you and/or your family members.
Message Closing: (255 Char Limit)
Thank you,
Notes:
Fields in <> brackets are calculated by the database. You can change other values as needed.
Available calculated fields for this message are: <current_date>; <primary_member_name_first_last>; <race_year>
Display:
Name First Last
Club Member Code
Club Member Email (Ltr Only)
Club Membership Type (Ltr Only)
Filters:
Renewal Status
No Preference
New Members Only
Renewals Only
Renewal New Member Definition
Not in the Previous Membership "Race"
Not In Any Prior Membership "Race"
Pending Status
No Preference
Action Pending Only
Letters
Labels
Envelopes
Close

Fields

Field Name	Reqd?	Description
Message Name	Yes	RaceTrak name of the message; cannot be altered by users.
Message Opening	No	255 character opening information (date, salutation, opening paragraph) contained in a letter.
Header	No	255 character heading information (main paragraphs)) that appear immediately after the Message Opening contained in a letter.
Footer	No	255 character footer information (secondary paragraphs)) that appear after the Header and immediately after a listing of members for this primary member.
Message Closing	No	255 character closing information (closing paragraph and signature area) contained in a letter.
Notes	No	Instructions regarding use of the Mailing feature.

Display	Yes	Allows users to determine what information shows for each club member.
Filters	Yes	Allows users to apply filters to the output being generated.

Step By Step

Select LETTERS to generate letters in accordance with on-screen settings and filters.

Select LABELS to generate labels to the primary member in accordance with on-screen settings and filters.

Select ENVELOPES to generate envelopes to the primary member in accordance with on-screen settings and filters.

Select CLOSE to close this screen and return to the previous screen.

Race Series Tab

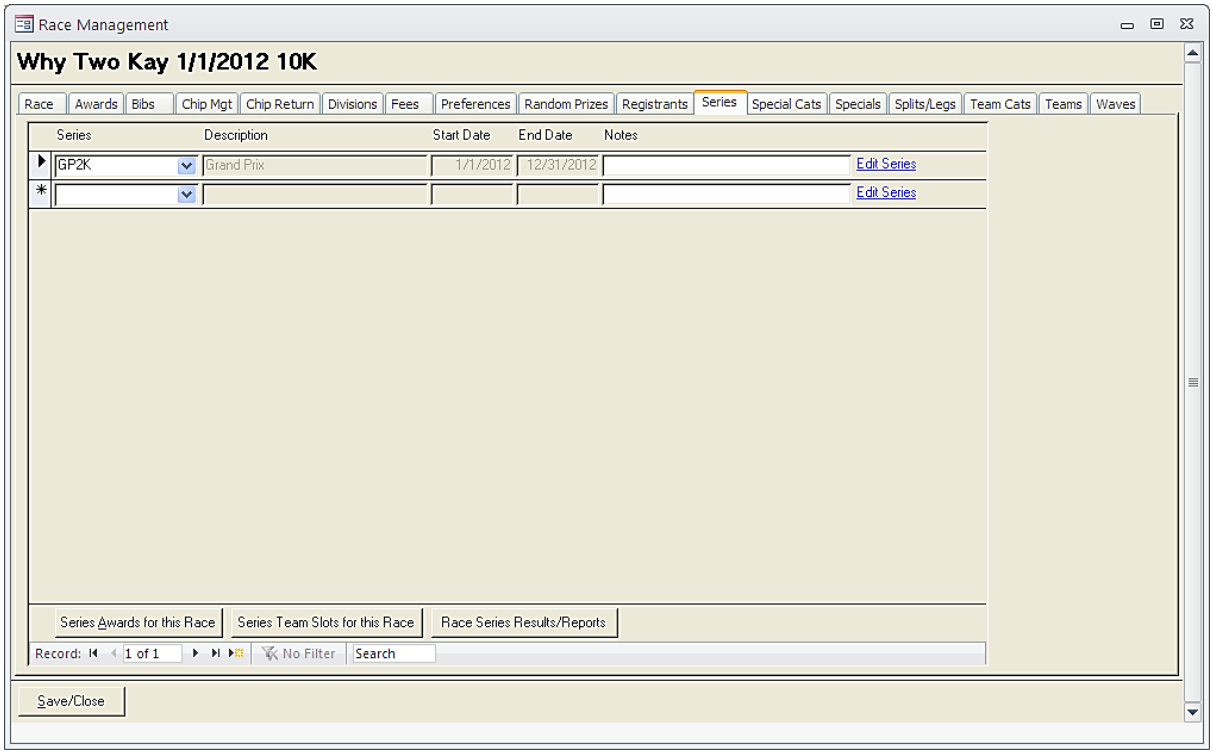
The Race Series tab provides the capability to add and modify series for the current race, providing a convenient way to score series as well as group races together. RaceTrak provides extensive series scoring capabilities, so please refer to the Series Overview section for more details on series setup and capabilities. Below is summary of the series process:

- Create a series in Main Menu > Utilities > select tbl_series from the Generic Support Tables list box and optionally configure additional series-wide settings (see Series Overview).
- Associate the series to a race (Main Menu > RACE MANAGEMENT > (select a race) EDIT > Series Tab) and optionally configure additional series settings for a given race (discussed in this section).
- Register runners to a series so only those runners are included in the series results (see Series Screen Tab - Score only Series Runner field). (This optional step is not necessary if series settings allow any runner to count in the series scoring.)

How to Get Here

Select the Series tab on the Race Management screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Series



Fields

Field Name	Reqd?	Description
Series	Yes	Series associated with the current race. More than one series can be associated with a race. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_series). Series are created in Utilities; once created series can be managed in Utilities or via Edit Series on the Race Series tab.
Description	Yes	Series description (edit via Edit Series).
Start Date	No	Start date of the series (edit via Edit Series).
End Date	No	End date of the series (edit via Edit Series).
Notes	No	Race series notes.

Step By Step

A series must exist in order to associate it with the current race. To add a new series, go to Main Menu > Utilities > select tbl_series from the Generic Support Tables (see Series Overview for more information on series setup).

The given race can be associated with one or more series. To associate the race to a new series, find the first blank series record and select a Series from the Series drop-down.

The series drop-down value and related values (description, start date, and end date) are added and managed through EDIT SERIES (see Series Screen Tab).

Select EDIT SERIES to open the Series Screen Tab screen and manage the series.

Select a series and select SERIES AWARDS FOR THIS RACE to open the Race Series Awards screen, which allows the set up and management of series awards for this race (see Race Series Awards Screen).

Select a series and select SERIES TEAM SLOTS FOR THIS RACE to open the Race Series Team Slot List screen (see Race Series Team Slot List Screen), which allows the set up and management of race series team scoring slots for this race. For example, if you plan on scoring ten teams in this race, set up 10 slots.

Select a series and select RACE SERIES RESULTS/REPORTS to open the Race Series Results screen (see Race Series Results - Series Team Actuals for Race Tab), which allows the view and reporting of series results for this race.

Race Series Awards Screen

The Award Series Setup Screen provides the capability to set up and manage series awards for the current race series (e.g., the association of a race and a series). All current race series awards (if any) are displayed on this screen.

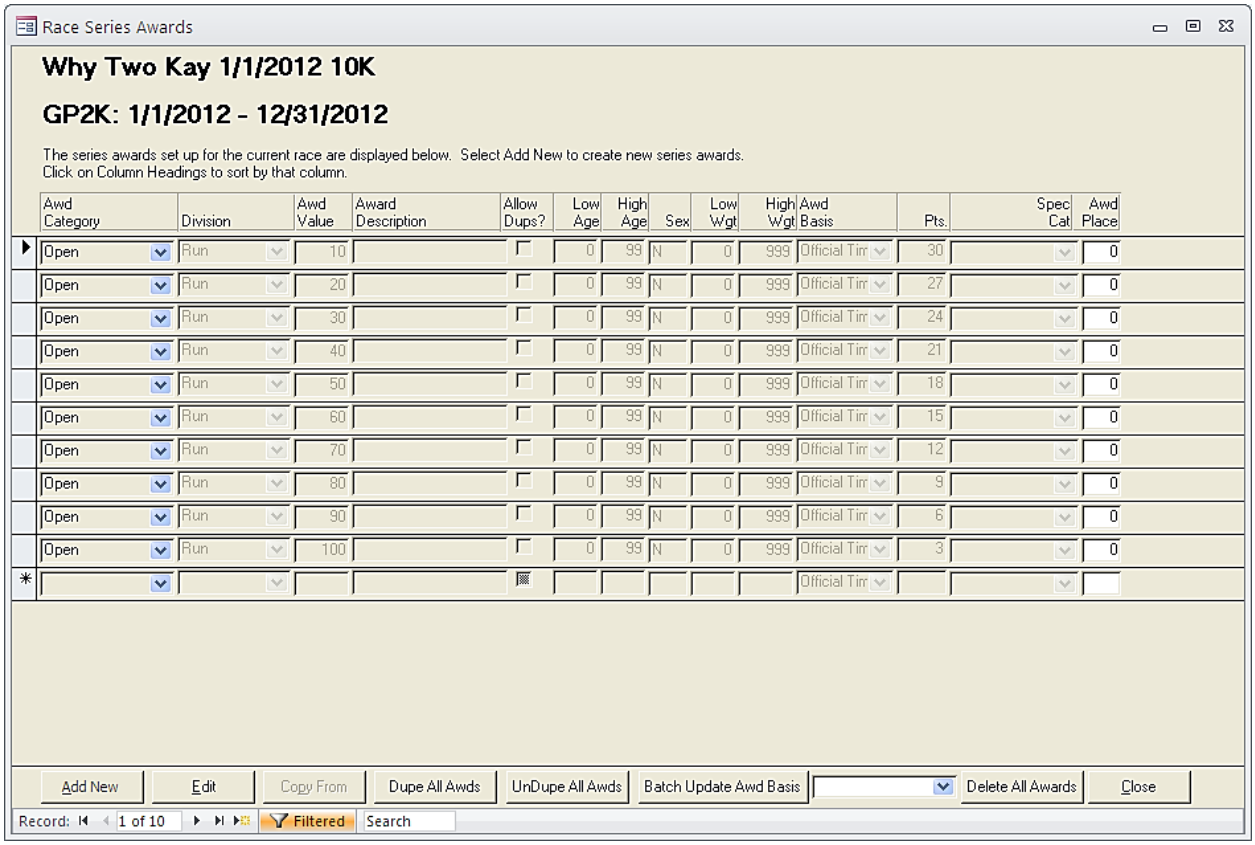
RaceTrak provides powerful features to score series awards and will accumulate the results for the entire series. In order to utilize these features, series awards must be set up for the current race. RaceTrak provides tools to copy awards from other races to greatly simplify this task.

Race series awards are performed through standard results processing. *New in RT6.*

How to Get Here

Select SERIES AWARDS FOR THIS RACE *for a specific series* from the Series tab on the Race Management screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Series > (select a series) > SERIES AWARDS FOR THIS RACE


Race Series Awards
Why Two Kay 1/1/2012 10K
GP2K: 1/1/2012 - 12/31/2012
The series awards set up for the current race are displayed below. Select Add New to create new series awards.
Click on Column Headings to sort by that column.
Add New
Edit
Copy From
Dupe All Awds
UnDupe All Awds
Batch Update Awd Basis
Delete All Awards
Close
Record: 1 of 10
Filtered
Search

Fields

Field Name	Reqd?	Description
Awd Category	Yes	A lookup field that provides default values for most other fields on the screen. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_award_category).

Division	Yes	Indicates the division for which the award applies. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_division).
Award Value	Yes	The relative priority of the award. ***Important***: unlike race awards, race series awards are scored in order of ***point*** value (where the higher point awards are scored first) and then award value.
Award Description	No	Description of the actual award.
Allow Dups (Duplicates)?	Yes	Indicates whether this award can be assigned to an individual who has previously won a higher priority award. General custom is to leave setting as No.
Age Low	Yes	Indicates the low age for which the award applies. Must be equal to or less than the high age. For open awards, set the low age to 0, while youngest age groups should start at age 1 (and not 0). Never leave the Age Low field blank.
Age High	Yes	Indicates the high age for which the award applies. Must be equal to or greater than the low age. For open awards, set the high age to 99. Never leave the Age High field blank.
Sex	Yes	Indicates the sex for which the award applies. Set as None if award can go to either Male or Female.
Low Wgt (Weight)	Yes	Indicates the low weight for which the award applies. Must be equal to or less than the high weight. Used in Clydesdale type races.
High Wgt (Weight)	Yes	Indicates the high weight for which the award applies. Must be equal to or greater than the low weight. Used in Clydesdale type races.
Award Basis	Yes	Assigns awards based on user selected Adjusted Time (Chip or Wave time) or actual Finish Time (Guntime).
Points	No	Indicates the point value to be assigned for this award. ***Important***: unlike race awards, race series awards are scored in order of point value (where the higher point awards are scored first).
Special Category	No	The special category for this award. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_special_category).
Award Place	No	The numeric value of an award within an award category (e.g., 1 for first, 2 for second, 3 for third, etc).

Step by Step

Click on a column heading to sort/group by that column.

Select ADD NEW to create new awards (see Race Series Awards Generate Screen).

Select EDIT to edit selected award data on the current screen.

Select COPY FROM to copy awards from another race series. Note: this feature can only be used when there are no awards for the current race series.

Select DUP ALL AWARDS to set all awards to allow duplication (e.g., the overall winner is also eligible to win his or her age group).

Select UNDUP ALL AWARDS to set all awards to not allow duplication (e.g., an award winner can only win one award).

Select BATCH UPDATE AWD BASIS to set all awards to a selected award basis (change all awards to either Adjusted Time (Chip or Wave time) or actual Finish Time (Guntime).

Select DELETE ALL AWARDS to delete (upon confirmation) all race series awards for this race.

Select CLOSE to close the current screen and return to the previous screen.

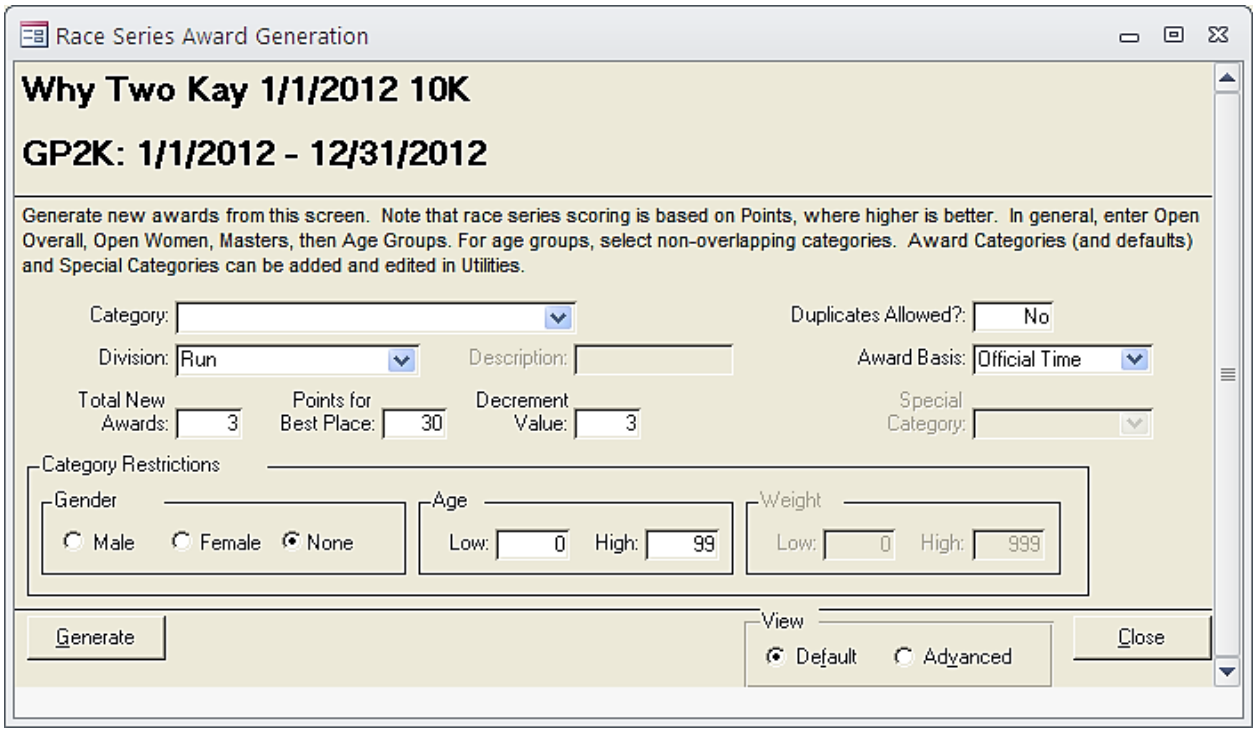
Race Series Awards Generate Screen

The Award Series Setup Screen provides the capability to generate a pool of awards and associated points for the current race series. As a powerful RaceTrak feature, points for individual runners and for club teams can be accumulated for an entire series.

How to Get Here

Select ADD NEW from the Race Series Awards Screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Series > (select a series) > SERIES AWARDS FOR THIS RACE > ADD NEW



Fields

Field Name	Reqd?	Description
Category	Yes	A lookup field that provides default values for most other fields on the screen. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_award_category).
Duplicates Allowed?	Yes	Indicates whether this award can be assigned to an individual who has previously won a higher priority award. General custom is to leave setting as No.
Division	Yes	Indicates the division for which the award applies. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_division).

Award Basis	Yes	Assigns awards based on user selected Adjusted Time (Chip or Wave time) or actual Finish Time (Guntime).
Total New Awards	Yes	Indicates the total number of awards to be generated for this award category.
Points for Best Place	Yes	Indicates the highest point value for an award in this award category.
Decrement Value	Yes	How much to decrement from the Points for Best Place. In the example in the screenshot above, three awards would be generated with values of 30, 27, and 24.
Gender	Yes	Indicates the gender for which the award applies. Set as None if award can go to either Male or Female.
Age Low	Yes	Indicates the low age for which the award applies. Must be less than or equal to the high age. For open awards, set the low age to 0, while youngest age groups should start at age 1 (and not 0). Never leave the Age Low field blank.
Age High	Yes	Indicates the high age for which the award applies. Must be greater than or equal to the low age. For open awards, set the high age to 99. Never leave the Age High field blank.
Weight Low	Yes	Indicates the low weight for which the award applies. Must be less than or equal to the high weight.
Weight High	Yes	Indicates the high weight for which the award applies. Must be greater than or equal to the low weight.

Step by Step

GENERATE creates awards based on the criteria specified on the screen and updates the screen showing newly created series awards.

CLOSE closes the current screen and returns to the previous screen.

Race Series Team Slot List Screen

The Race Series Team Slot List Screen provides the capability to specify point values to be associated with team places for the current *series*. For each race, a series team can receive points for that race. These points can then be totaled to determine series winner.

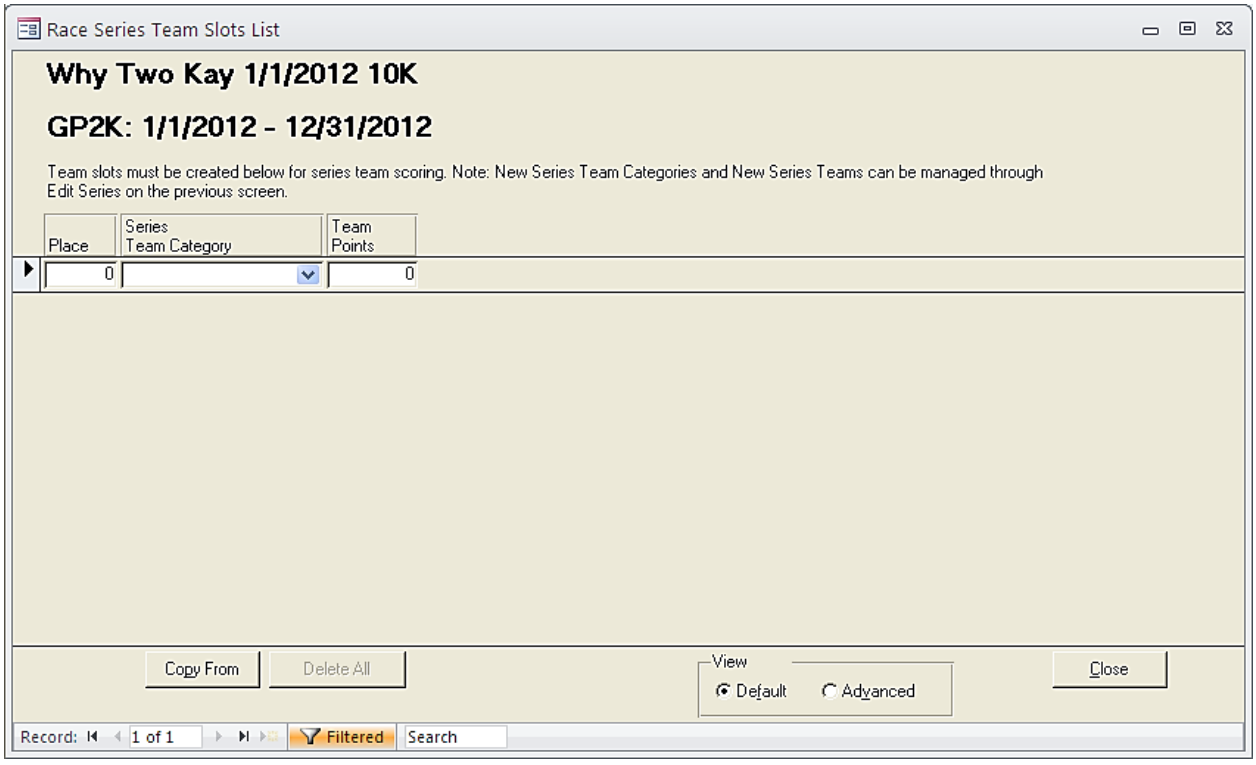
Please note that a Series Team Category must be set up in Utilities.

Race series team scoring is performed through standard results processing. *New in RT6*.

How to Get Here

Select RACE SERIES TEAM SLOT LIST *for a specific series* from the Series tab on the Race Management screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Series > (select a series) > RACE SERIES TEAM SLOT LIST



Fields

Field Name	Reqd?	Description
Place	Yes	The place for the race series team slot to be created.
Series Team Category	Yes	A lookup field. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_series - (select the series for Edit)).
Points	Yes	Indicates the point value to be assigned to the team winner in this category.
Series Team	No	Not shown: under Advanced options only, allows the manual selection of a series team for the award. Should only be used when manual intervention is needed to resolve a tie or results needed to be manually entered.

Step by Step

Click on a column heading to sort/group by that column.

COPY FROM displays provides the capability to copy race series team slots from another race.

CLOSE closes the current screen and returns to the previous screen.

Race Series Results - Series Team Actuals for Race Tab

The Race Series Results Screen provides the capability to view race series results and reports *for this race.* Four tab screens display team results, team slots, awards, and award winners for this race. The data in these tabs can be accumulated to show overall series winners (see Series Reports Tab). In addition, several reports are available for the series results for this race. This section discusses race series reports and the Race Series Results - Series Team Actuals for Race tab. For a more complete discussion on other race series management features, please see the following sections, which immediately follow this section:

- Race Series Results - Series Team Slots for Race Tab

- Race Series Results - Series Awards for Race Tab
- Race Series Results - Series Awards for Race Tab

The Series Team Actuals for Race Tab shows all teams and their associated total team score after the race has been scored. ***IMPORTANT*** Please note that many settings can impact the team scores: if incomplete teams are allowed, the scoring will show teams having no official finishers and/or teams not meeting team category criteria. These teams will appear to be the winners, so be very careful when using allowing incomplete teams, which is intended to provide "what if" or "do we have any potential teams not yet scored" views of data.

The data on the Actuals screen shows what teams actually scored and will include the totals for teams that may not have enough qualifying runners.

IMPORTANT: Series Team scoring requires that runners be associated with series teams:

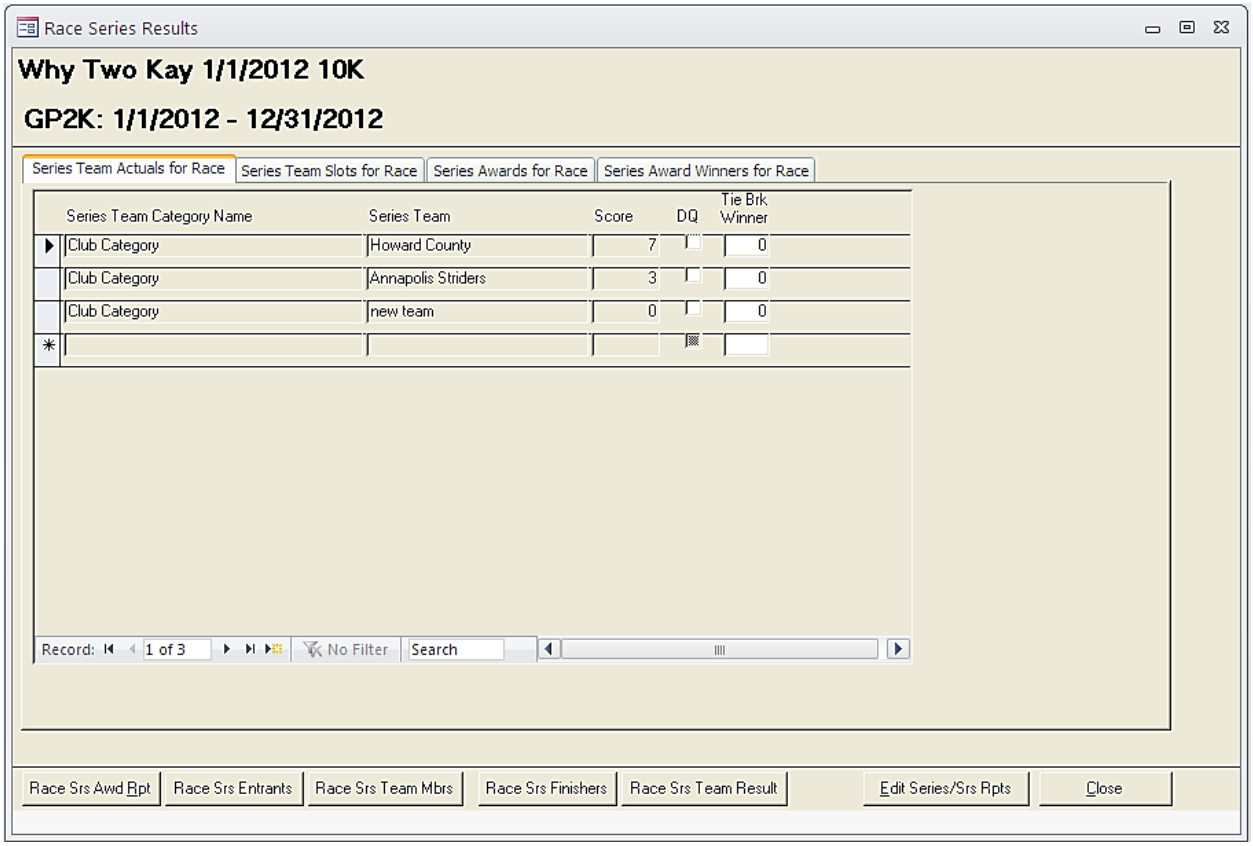
- Series Teams Categories and Series Teams must be setup (and check Team Category settings (check all total scorers and whether incomplete teams are scored)
- Runners must be setup for a series, a team must be selected, and runners' eligibility start date must be on or before the race date.

If Race Series Team Actuals appear incorrect, check the above settings and correct as necessary, then recalculate the results.

How to Get Here

Select RACE SERIES RESULTS/REPORTS *for a specific series* from the Series tab on the Race Management screen. Select the Series Actuals for Race tab.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Series > (select a series) > RACE SERIES RESULTS/REPORTS > Series Team Actuals for Race Tab.



Fields

Field Name	Reqd?	Description
Series Team Category Name	NA	The Series Team Category.
Series Team	NA	The Series Team for this Series Team Category.
Score	NA	Indicates the total point value to be assigned to the team (based on the criteria set for the Series Team Category).
DQ	No	When checked, team has been disqualified in this race. After rescoring the race, this team will not be included in the results.
Tie Brk Winner	No	Indicates the priority-based point value to be assigned to the team winner where lower is better. Does not require rescoring of the race.

Step by Step

RACE SRS AWD RPT is a customizable report and displays the series awards for this race.

RACE SRS ENTRANTS displays a spreadsheet view of registrants associated with the series.

RACE SRS TEAM MBRS displays a spreadsheet view of registrants associated with the series and on series teams.

RACE SRS FINISHERS displays a spreadsheet view of finishers associated with the series by gun or chip time.

RACE SRS TEAM RESULT displays a spreadsheet view of either team scores or individual results for teams associated with the series.

EDIT SERIES/SRS REPORTS displays the series and its associated settings. Reports for the entire series are also available.

CLOSE closes the current screen and returns to the previous screen.

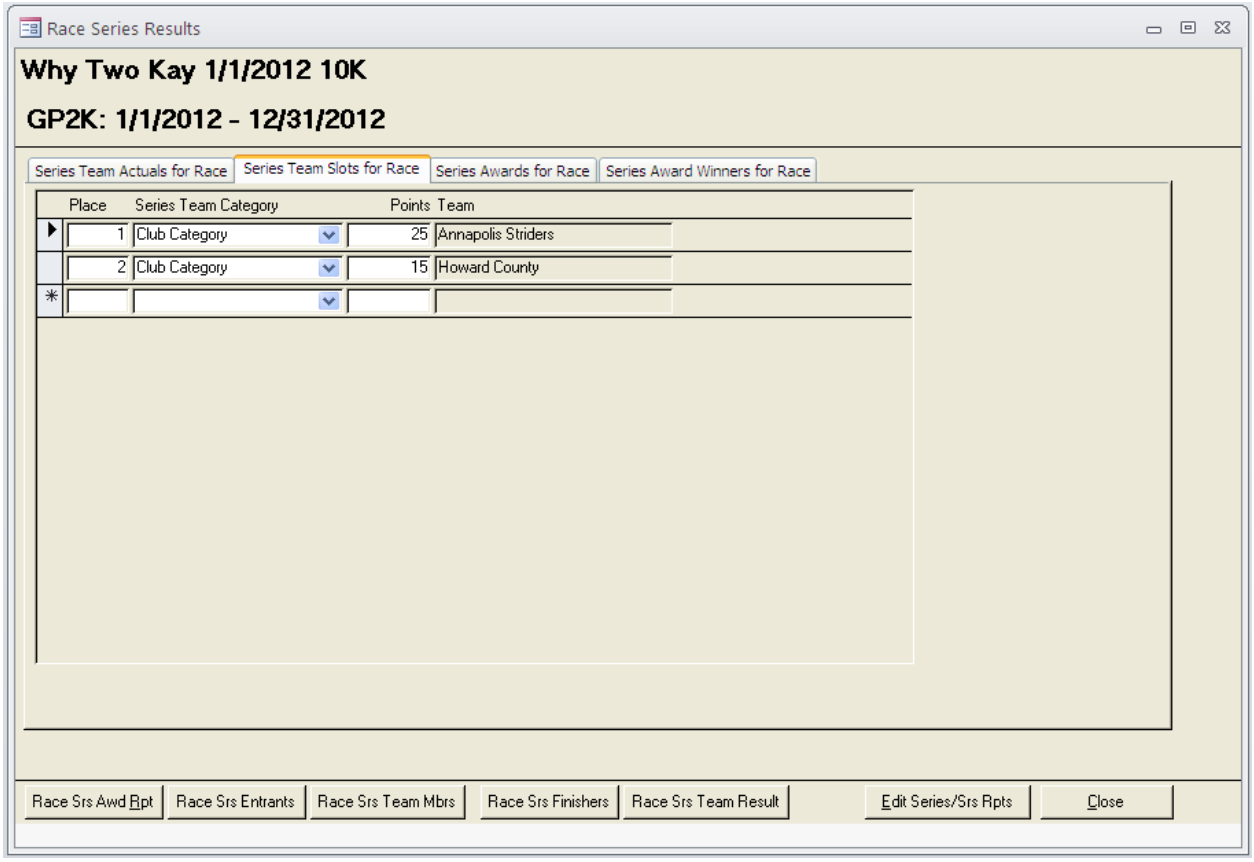
Race Series Results - Series Team Slots for Race Tab

The Race Series Results - Series Team Slots for Race Tab shows how team slots have been awarded to teams and is presented primarily for verification purposes. While the data can be changed, such changes are not recommended. In general changes should be made to the series using EDIT SERIES/SRS REPORTS.

How to Get Here

Select RACE SERIES RESULTS/REPORTS *for a specific series* from the Series tab on the Race Management screen. Select the Series Team Slots for Race tab.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Series > (select a series) > RACE SERIES RESULTS/REPORTS > Series Team Slots for Race tab.



Fields

Field Name	Reqd?	Description
Place	Yes	The finishing position/place for the race series team slot to be created.
Series Team Category	Yes	A lookup field. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_series - (select the series for Edit)).
Points	Yes	Indicates the point value assigned to each team.
Team	Yes	The team (if any, awarded this team slot).

Step by Step

See Race Series Results - Series Team Actuals for Race Tab for a discussion of the reports.

The screen is provided for reference purposes and data should generally not be changed.

CLOSE closes the current screen and returns to the previous screen.

Race Series Results - Series Awards for Race Tab

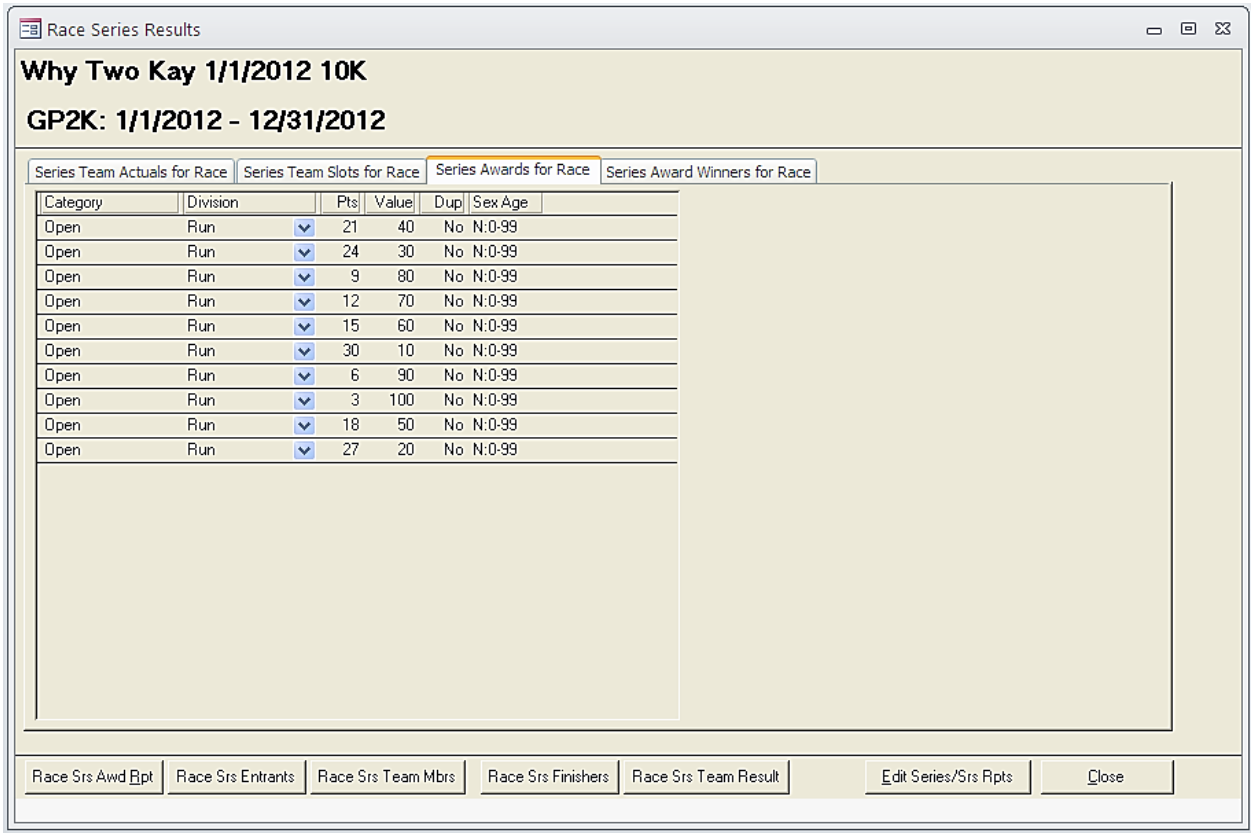
The Race Series Results - Series Awards for Race Tab displays the series awards currently setup for this race and is presented for reference purposes only. See Race Series Awards Screen for managing this data.

IMPORTANT: Do not mix Open and Age Group awards within the same series (if you wish to do so, create a second series). With both Open and Age Group awards within the same series, a runner might get Open award in one race and an Age Group in another, thereby "splitting" his/hers awards among two categories, which is unfair to the runner.

How to Get Here

Select RACE SERIES RESULTS/REPORTS *for a specific series* from the Series tab on the Race Management screen. Select the Series Awards for Race Tab.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Series > (select a series) > RACE SERIES RESULTS/REPORTS > Series Awards for Race Tab.


Race Series Results
Why Two Kay 1/1/2012 10K
GP2K: 1/1/2012 - 12/31/2012
Series Team Actuals for Race
Series Team Slots for Race
Series Awards for Race
Series Award Winners for Race
Category Division Pts Value Dup Sex Age
Open Run 21 40 No N:0-99
Open Run 24 30 No N:0-99
Open Run 9 80 No N:0-99
Open Run 12 70 No N:0-99
Open Run 15 60 No N:0-99
Open Run 30 10 No N:0-99
Open Run 6 90 No N:0-99
Open Run 3 100 No N:0-99
Open Run 18 50 No N:0-99
Open Run 27 20 No N:0-99
Race Srs Awd Rpt
Race Srs Entrants
Race Srs Team Mbrs
Race Srs Finishers
Race Srs Team Result
Edit Series/Srs Rpts
Close

Fields

Field Name	Reqd?	Description
Category	NA	Award Category.
Divison	NA	Division for the award.
Points	NA	Indicates the point value for the series award for this race. Note: series race awards are assigned in point order where higher is better, then award value where lower is better.
Value	NA	Indicates the value for the series award for this race. Used as a secondary sort when awards are assigned. See Points above.
Dup	NA	Indicates whether this award can be assigned to an individual who has previously won a higher priority award. Default setting is No.
Sex-Age	NA	The gender and age range for this award.

Step by Step

See Race Series Results - Series Team Actuals for Race Tab for a discussion of the reports.

The screen is provided for reference purposes only, showing the series awards set up for this race.

Click on a column heading to sort/group by that column.

CLOSE closes the current screen and returns to the previous screen.

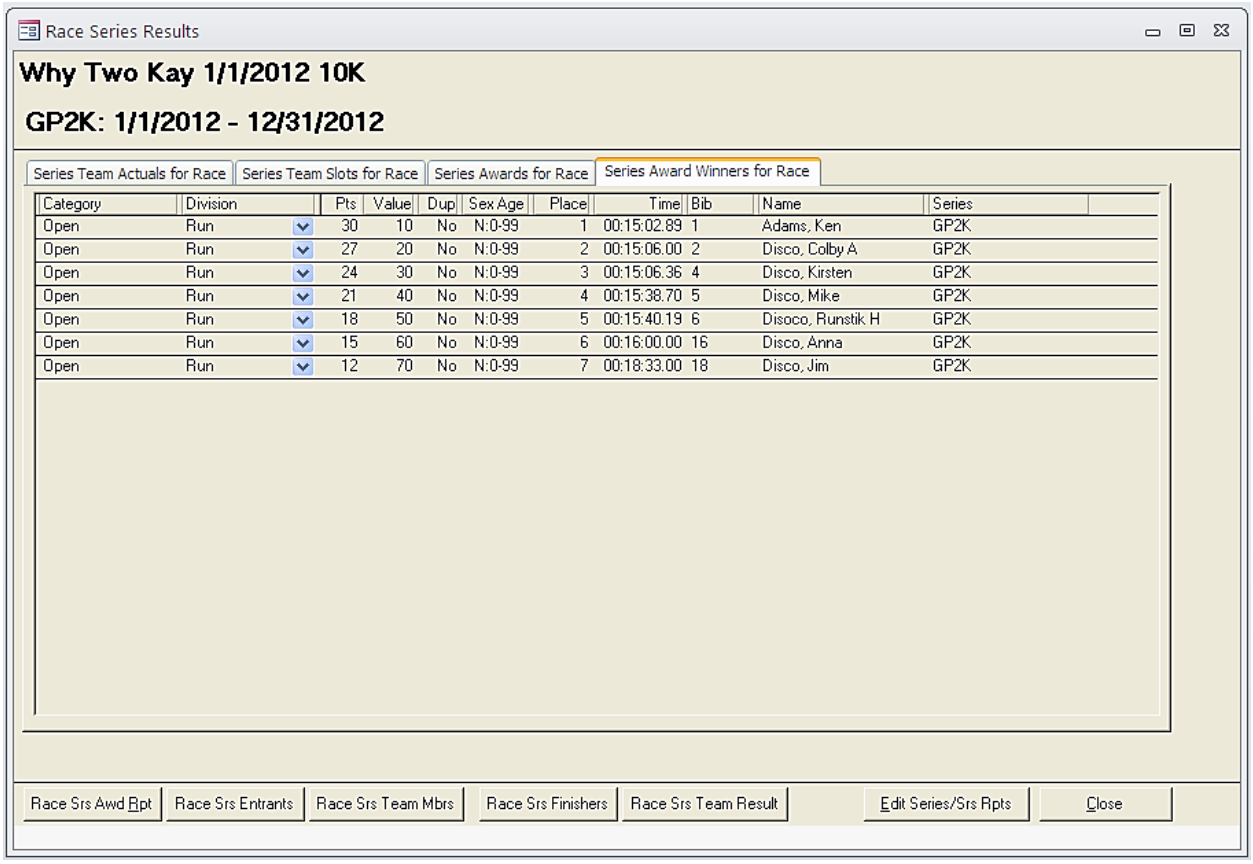
Race Series Results - Series Award Winners for Race Tab

The Race Series Results - Series Award Winners for Race Tab displays the series award winners for this race and is presented for reference purposes only. Note: awards are assigned via Results Processing>Awards>Assign Awards.

How to Get Here

Select RACE SERIES RESULTS/REPORTS *for a specific series* from the Series tab on the Race Management screen. Select the Series Award Winners for Race tab.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Series > (select a series) > RACE SERIES RESULTS/REPORTS > Series Awards Winners for Race tab.


Race Series Results
Why Two Kay 1/1/2012 10K
GP2K: 1/1/2012 - 12/31/2012
Series Team Actuals for Race
Series Team Slots for Race
Series Awards for Race
Series Award Winners for Race
Category Division Pts Value Dup Sex Age Place Time Bib Name Series
Open Run 30 10 No N:0-99 1 00:15:02.89 1 Adams, Ken GP2K
Open Run 27 20 No N:0-99 2 00:15:06.00 2 Disco, Colby A GP2K
Open Run 24 30 No N:0-99 3 00:15:06.36 4 Disco, Kirsten GP2K
Open Run 21 40 No N:0-99 4 00:15:38.70 5 Disco, Mike GP2K
Open Run 18 50 No N:0-99 5 00:15:40.19 6 Disoco, Runstik H GP2K
Open Run 15 60 No N:0-99 6 00:16:00.00 16 Disco, Anna GP2K
Open Run 12 70 No N:0-99 7 00:18:33.00 18 Disco, Jim GP2K
Race Srs Awd Rpt
Race Srs Entrants
Race Srs Team Mbrs
Race Srs Finishers
Race Srs Team Result
Edit Series/Srs Rpts
Close

Fields

Field Name	Reqd?	Description
Category	NA	Award Category.
Division	NA	Division for the award.
Points	NA	Indicates the point value for the series award for this race. Note: series race awards are assigned in point order where higher is better, then award value where lower is better.
Value	NA	Indicates the value for the series award for this race. Used as a secondary sort when awards are assigned. See Points above.

Dup	NA	Indicates whether this award can be assigned to an individual who has previously won a higher priority award. Default setting is No.
Sex-Age	NA	The gender and age range for this award.
Place	NA	The runner finishing place (gun or chip place as determined by the setting for this award).
Time	NA	The finishing time (gun or chip as determined by the setting for this award).
Bib	NA	Bib assigned to award winner.
Name	NA	Award winner name.
Series	NA	Series for the award.

Step by Step

See Race Series Results - Series Team Actuals for Race Tab for a discussion of the reports.

The screen is provided for reference purposes only, showing the series awards winners for this race.

Click on a column heading to sort/group by that column.

CLOSE closes the current screen and returns to the previous screen.

Race Special Categories Tab

The Race Special Categories tab provides the capability to add and modify special categories for the current race. Race special categories allow the development of different categories under which to sort the finish order of runners and can be used in conjunction with award processing.

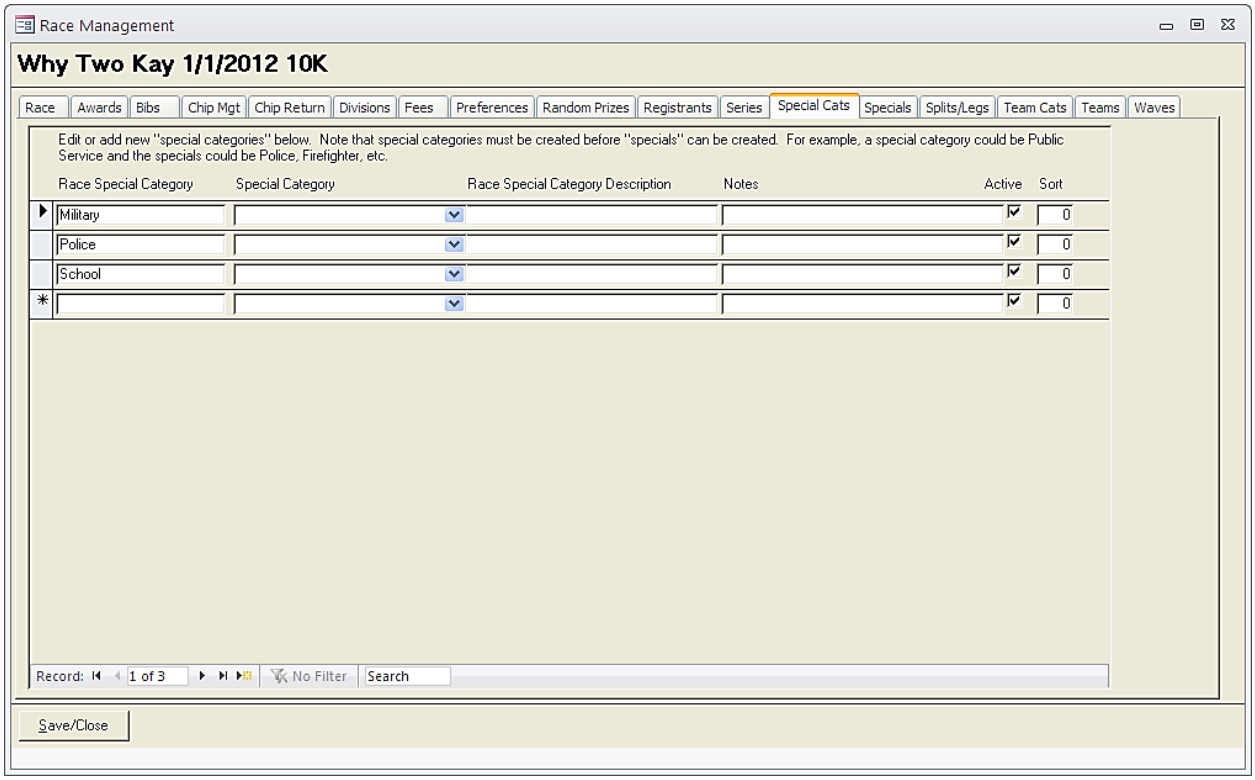
Race special categories are used in conjunction with “special items” (see Race Specials tab). Examples of race special categories are Military, Police, and School, and these race special categories can be associated with race awards. Specials are subsets of the race special category. For example, Army, Navy, Air Force, and Marines are race specials all having the Military special category. Race specials can be associated with runners during registration.

Note: Race special categories differ from special categories. Race special categories are required to set up special items. Special categories are set up and managed in Utilities and are used in conjunction with series scoring. At the time of this User’s Manual, selection of special categories has no bearing on the scoring of the current race.

How to Get Here

Select the Special Cats tab on the Race Management screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Special Cats



Fields

Field Name	Reqd?	Description
Race Special Category	Yes	The name of the race special category.
Special Category	No	The special category for this race special category. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_special_category). Reserved for future use.
Race Special Category Description	No	Description of the race special category.
Notes	No	Race special category notes.
Active Flag	No	Indicates of the current record is active or inactive. Reserved for future use.
Sort Order	No	Sort order for reports. Reserved for future use.

Step By Step

If new special categories are to be created, be careful not to type over existing categories - always start on an empty row (with the asterisk) for new records. When race special categories exist, the screen like that above is displayed. However, when no special categories exist, an empty row is displayed.

To add a new special category, find the first record that does not have a special category in the Special Category Description box. Hint: To reach the end of special category records quickly, click the VCR-style fast forward button. Type values as appropriate.

Race Specials Tab

The Race Specials tab provides the capability to add and modify special race designations for the current race. These special designations work in conjunction with race team categories discussed above. A special category is a grouping (military) while the special designation is a member of that group (Army, Navy, Air Force, or Marine).

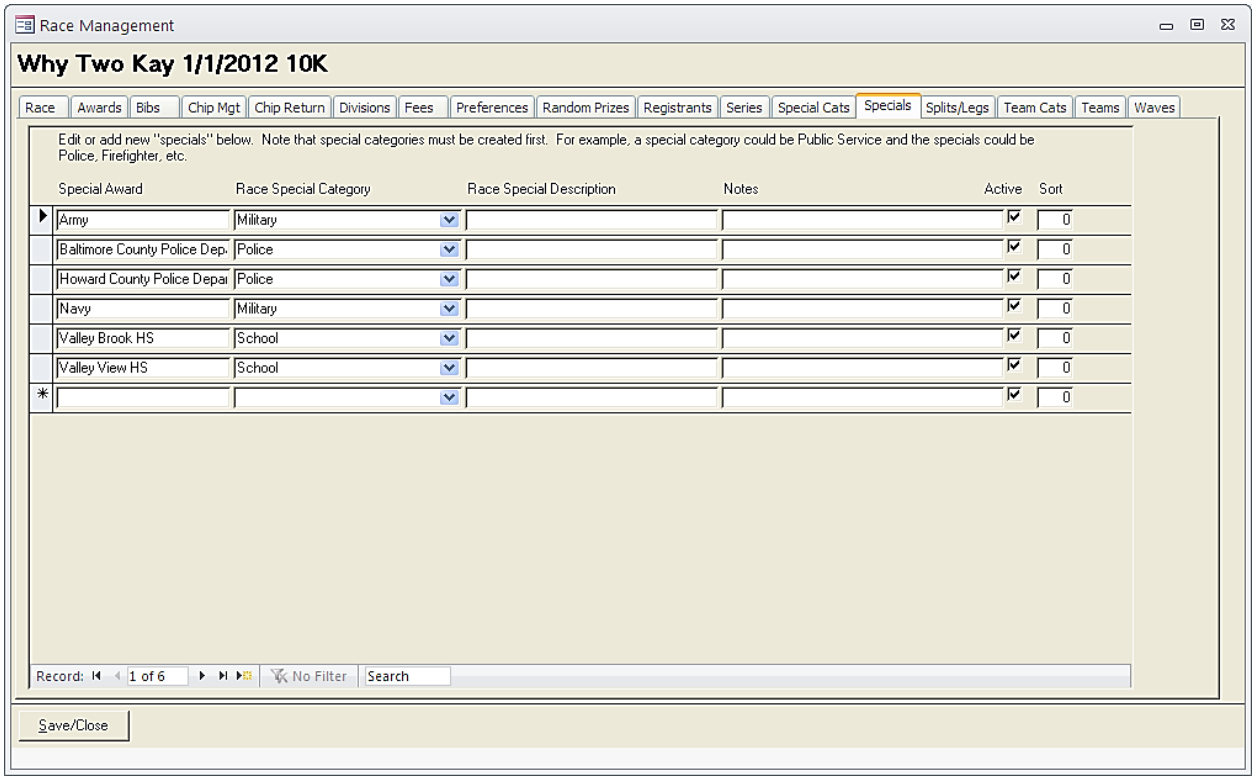
Please not the following:

- Each special must be assigned a race special category.
- A runner can be assigned to one or many specials during the registration process. For example, a given race may have a race special category of college and specials of teacher, alumni, and student. It is conceivable that a given individual could qualify for all three of these specials.

How to Get Here

Select the Specials tab on the Race Management screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Specials



Fields

Field Name	Reqd?	Description
Special Award	Yes	The name of the special award/item.
Race Special Category	Yes	The race special category for this race special category. Values for this drop-down are maintained in Race Management Race Special Categories Tab.
Race Special Description	No	Description of the race special award/item.
Notes	No	Race special notes.

Active Flag	No	Indicates of the current record is active or inactive. Reserved for future use.
Sort Order	No	Sort order for reports. Reserved for future use.

Step By Step

If new specials are to be created, be sure not to type over existing special - always start on an empty row (with the asterisk) for new records. When specials exist, data is displayed as shown above. However, when no specials exist, an empty row is displayed.

To add a new special, find the first blank special record. Hint: To reach the end of special records quickly, click the VCR-style fast forward button; then go to the next record which should have a blank special record.

Type values as appropriate. The Special Description and Race Special Category fields must be completed.

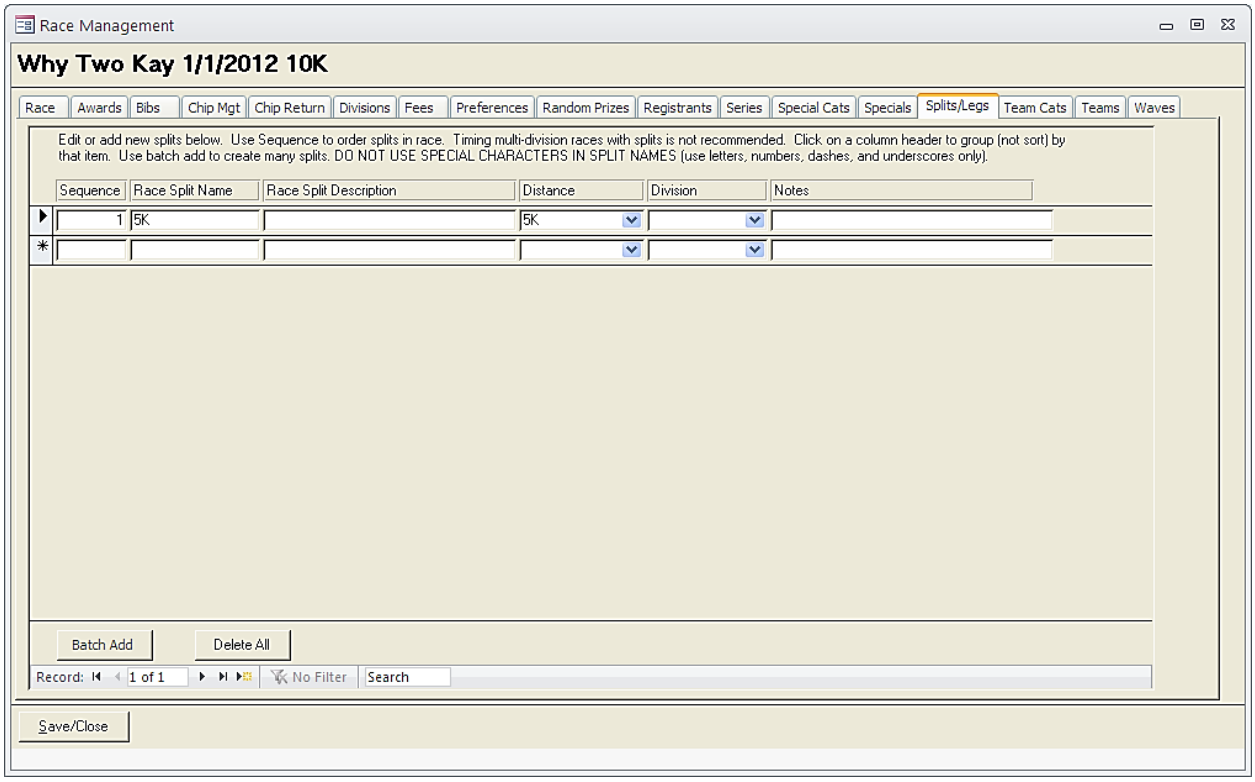
Race Splits/Legs Tab

The Race Splits/Legs tab provides the capability to add and modify splits (or legs) for the current race. Race splits allow the setup of one or more splits "headers" for the current race. For example, a one mile split and a 3.1 Mile (halfway) split could be setup for the race. From results processing (reconciliation), times captured at these locations can be loaded into the splits created here.

How to Get Here

Select the Splits/Legs tab on the Race Management screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Splits/Legs



Fields

Field Name	Reqd?	Description

Sequence	Yes	The order of the split. Used in reporting to logically sort the splits in the order they occur.
Race Split Name	Yes	The name of split (e.g., One Mile, Half-Way, etc.). This value will be available for selection when loading split times in Results Processing - Reconciliation.
Race Split Description	No	Description of the race split.
Distance	No	The distance for the split. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_distance).
Division	No	The division for the split. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_division).
Notes	No	Split/leg notes.

Step By Step

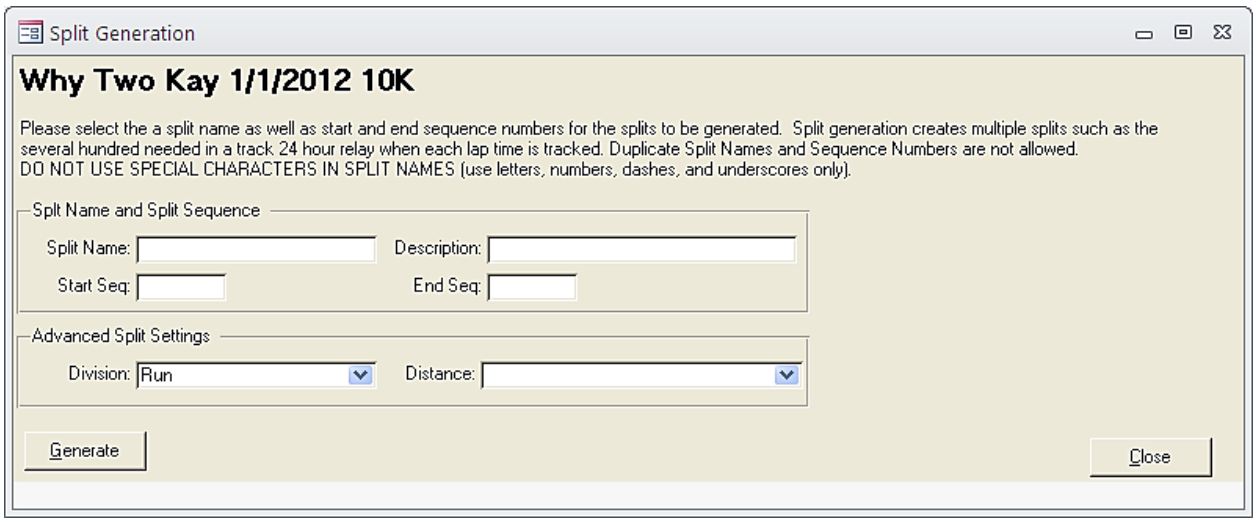
If new splits are to be created, be careful not to type over existing splits. When race splits exist, the screen like that above is displayed. However, when no splits exist, an empty record is displayed.

Splits/legs can be added manually or in batch mode.

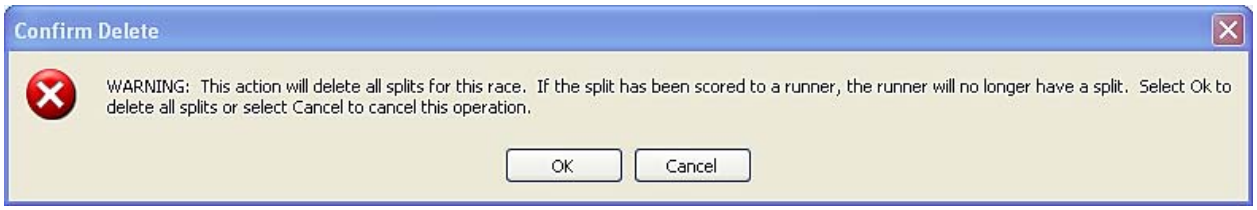
Click on a column heading to sort/group by that column.

To add a new split/leg manually, find the first record that does not have a split. Hint: To reach the end of the record list quickly, click the VCR-style fast forward button. Type values as appropriate.

Select BATCH ADD to add one or more splits/legs to the current race.


Split Generation
Why Two Kay 1/1/2012 10K
Please select the a split name as well as start and end sequence numbers for the splits to be generated. Split generation creates multiple splits such as the several hundred needed in a track 24 hour relay when each lap time is tracked. Duplicate Split Names and Sequence Numbers are not allowed.
DO NOT USE SPECIAL CHARACTERS IN SPLIT NAMES (use letters, numbers, dashes, and underscores only).
Splt Name and Split Sequence
Split Name:
Description:
Start Seq:
End Seq:
Advanced Split Settings
Division: Run
Distance:
Generate
Close

Select DELETE ALL to delete the splits/legs (including any splits recorded for runners) in the current race.


Confirm Delete
WARNING: This action will delete all splits for this race. If the split has been scored to a runner, the runner will no longer have a split. Select Ok to delete all splits or select Cancel to cancel this operation.
OK
Cancel

Race Team Categories Tab

The Race Team Categories tab provides the capability to add and modify race team categories for the current race.

RaceTrak allows multiple team categories in any race, so team categories can be set up for various categoires (male, female, coed, family, etc.)

Below are some guidelines regarding race team categories.

Race team categories are unique to each race. Races that include teams must set up team categories.

Race team categories must be set up before teams can be created. Examples of race team categories that may be created include Military, High School, Open Male, Open Female, Open Coed, Masters Male, Masters Female, and Masters Coed.

Team scoring is performed within race team category. Runners within a race team category are scored only against runners on teams within that category. Teams can be scored across divisions but within the same category.

Coed Teams. RaceTrak accommodates coed team scoring through the use of minimum numbers of male and female scorers in the given category. For example, a seven-person coed team may have four total scorers and require that at least one member of each gender be counted in scoring. To accommodate this situation, set the Minimum Male Scorers to 1, the Minimum Female Scorers to 1, and Total Scorers to 4.

RaceTrak does not validate Team Members against age. RaceTrak does not check that all entrants match the Team Category. For example, a 25-year-old could be placed on a Masters' team and would be scored as part of that team. Please check these manually.

RaceTrak does not validate Team Members against gender. RaceTrak does not validate Team Members against gender for registration purposes but WILL score team members correctly based on the gender criteria specified in the team category. For example, a female could be placed on an all-Male team. However, if this female were one of the top 4 runners on a 4 person scoring team, she would not be scored. Please check these manually.

Race Team Categories allow any size team and combination of members. A team can consist of any number of total male and female Scorers and Displacers. These numbers can be changed at any time; if results have been calculated, they must be recalculated to determine correct team scores (see Race Results Management Screen).

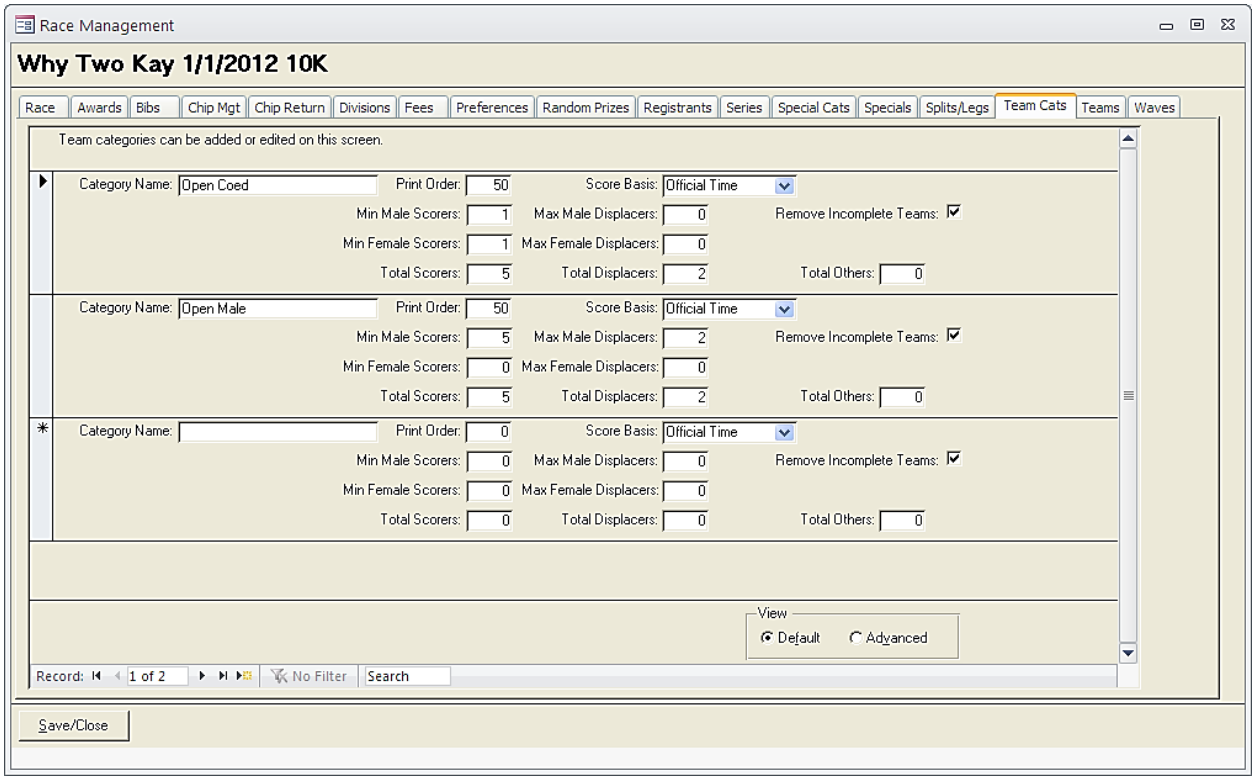
Scorers and Displacers. Only scorers' results are calculated when determining results. A displacer does not count in team scoring, but his or her place is allowed, thus adding higher total points to runners who finish later in that team's category.

Team Score Basis. RaceTrak can score teams (within team category) by either the actual finish (guntime) time or the chip/wave adjusted time. Guntime is recommended.

How to Get Here

Select the Team Cats tab on the Race Management screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Team Cats



Fields

Field Name	Reqd?	Description
Category Name	Yes	The name of race team category. This value will be available for selection when setting up teams.
Print Order	No	Determines where the team category will print on reports relative to other team categories. The lower the number the earlier it will print.
Score Basis	Yes	Used to identify which time to use: the actual finish time or adjusted time.
Min Male Scorers	Yes	The minimum number of male scorers for the current category.
Max Male Displacers	Yes	The maximum number of male displacers for the current category.
Min Female Scorers	Yes	The minimum number of female scorers for the current category.
Max Female Displacers	Yes	The maximum number of female displacers for the current category.
Total Scorers	Yes	The total number of scorers for the current category. This number must be greater than or equal to the total number of Minimum Male Scorers plus the Minimum Female Scorers.
Total Displacers	Yes	The total number of displacers for the current category. This number must be greater than or equal to the total number of Maximum Male Displacers plus the Maximum Female Displacers.
Total Others	Yes	The total number of other team members not to be counted as scorers or displacers. Currently, this is an information only field.
Remove Incomplete Teams	No	Will remove incomplete teams from results. This field is typically set to Yes, but in certain circumstances you may need to see incomplete teams.

Age Grade	No	Provides a mechanism to age grade team member times. Under advanced options only. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_age_grade). *New in RT6.*

Step by Step

If new race team categories are to be created, be careful not to type over existing team categories. When race team categories exist, the screen like that above is displayed. However, when no team categories exist, an empty record is displayed.

To add a new team category, find the first record that does not have a team category in the Category Name box. Hint: To reach the end of team category records quickly, click the VCR-style fast forward button.

Type values as appropriate, keeping the following guidelines in mind.

For male-only teams, the Minimum Male Scorers should equal to the Total Scorers, the Maximum Male Displacers should equal the Total Displacers, and the values for Minimum Female Scorers and Maximum Female Displacers should be 0.

For female-only teams, the Minimum Female Scorers should equal the Total Scorers, the Maximum Female Displacers should equal the Total Displacers, and the values for Minimum Male Scorers and Maximum Male Displacers should be 0.

For standard coed teams, specify at least one Minimum Male Scorer and at least one Minimum Female Scorer, and be sure that the total number of scorers is greater than or equal the total of Minimum Male Scorers plus the Minimum Female Scorers.

For family-type coed teams, consider specifying zero Minimum Male Scorers and zero Minimum Female Scorers to prevent incorrect scoring of all-male and/or all-female families when gender is not a criterion.

Teams not meeting the minimum number of team scorers are automatically eliminated from team scoring by when the Remove Incomplete Teams checkbox is checked (default). Runners on these teams will qualify for individual race awards but will be eliminated from team scoring.

Race Teams Tab

The Race Teams Tab provides the capability to add and modify Teams for the current race.

Below are some guidelines and hints regarding teams.

Each team must be assigned a race team category. A race team category (Open Male, Open Female, Open Coed, etc.) is required for each team. Race team categories are created and managed in the Race Team Categories tab.

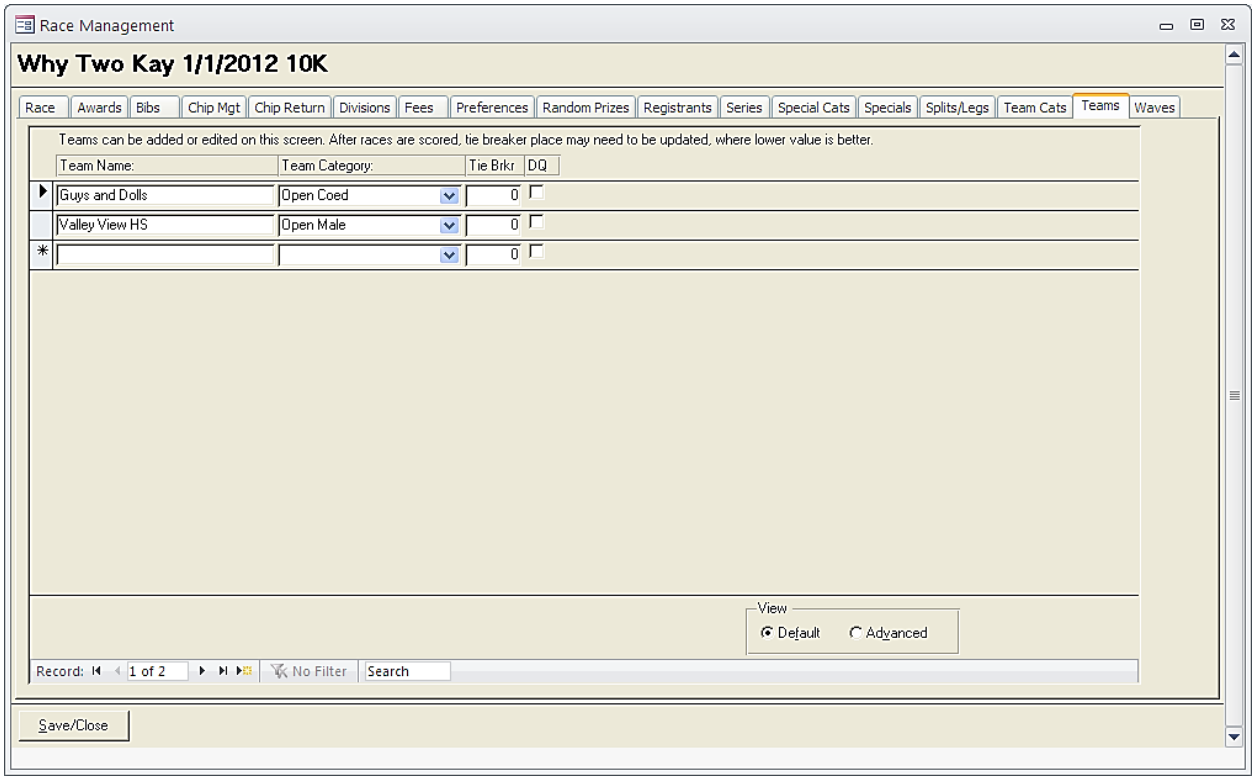
A disqualified team's members do not displace other runners in the race team category. If a Team is disqualified, it will not be reported on RaceTrak Team Reports, and its runners, while still qualifying for race awards, are eliminated from team scoring.

A runner can be on only one team in a given race. A runner cannot be on several different teams in a single race. However, a runner can be assigned to both a team and a club during the registration process.

How to Get Here

Select the Teams tab on the Race Management screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Teams



Fields

Field Name	Reqd?	Description
Team Name	Yes	The team name, up to 50 characters in length.
Team Category	Yes	The team scoring category for this team. Values for this drop-down are maintained in Race Management Race Team Categories Tab.
Tie Brkr	No	Allows winning teams to print in correct order when team scores are tied. RaceTrak automatically calculates this value, but in some cases RaceTrak cannot determine and users can manually override. Number from low (best) to high (worst) for any teams that are tied. For example, if Valley View HS should beat Guys and Dolls, simply change Guys and Dolls Tie Brkr to 1.
Recurring Team	No	Associates this team to a Recurring Team to speed team data entry where members of a recurring can be quickly picked and registered into a race. Advanced options only. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_recurring_team).
DQ	No	When checked, indicates that the team is disqualified.
Club	No	The club that a particular team may represent. Advanced options only. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_club).
Team Bib	No	The bib number for a team. Used when individual runners are not scored and only the team is scored. Values for this drop-down are maintained in Race Management Bibs Tab (advanced options when Team Bib is checked).

Team Chip 1	No	Used when individual runners are not scored, only the team is scored, and each team only gets one chip. Note: a chip must be specified when teams use a shared bib even when "bib is chip."
Team Chip 2	No	The second chip number for a team. Used when individual runners are not scored, only the team is scored, and each team two chips.
Wave	No	The wave a team is assigned. Used when individual runners are not scored and only the team is scored.

Step by Step

If new teams are to be created, be sure not to type over existing teams. When teams exist, data is displayed as shown above. However, when no teams exist, an empty record is displayed.

To add a new team, find the first blank team record. Hint: To reach the end of team records quickly, click the VCR-style fast forward button; then go to the next record which should have a blank team record.

Type values as appropriate. The Team Name and Team Category fields must be completed.

Click on a column heading to sort/group by that column.

IMPORTANT! When using team bibs and chips (i.e., relay teams where team members share the same bib), such bibs and chips must be assigned to teams and assignment can only occur manually. Therefore, after teams are created, the team bib or chip must be assigned to the Team.

Scenario: Relay Overview

When scoring relay races, please keep the following in mind:

- RaceTrak can score relays by adding up the individual times for the members of a team or by using the time associated with a team bib when team members share the same bib number. However, scoring both individually and a shared bib should not be performed within the same race.
- Be sure to specify your Timing Method in the Race Management drop-down.
- In most cases (except in a Relay-only race), you should create a separate Relay Division and setup a pre-determined range of bibs for the Relay division. If your race only has relay participants, you can skip this step.
- The Relay report will display both the cumulative individual team finish times as well as the time for a shared bib, so be sure to not capture both sets of times for a given team.
- Important: many of the chip systems read chips up to long distances, so if you are individually timing relay participants, you need to be sure to keep them away from split and finish mats.

Scenario: Relay Teams Using Chip System Where Team Members Share the Same Chip

Designate the bib as Team Bib (in Race Management > (advanced options) Bibs. Once teams are added, you need to assign the bib to the team in Race Management > Teams (advanced options).

Under this scenario, runners are scored as a team by the team bib and not by their individual bib, so it is important that you do not collect times for individual's bib. For example, if Team One has been assigned bib and chip 1001, you do not want to collect individual times for of Team One's individuals who have been assigned bibs 2001, 2002, and 2003. To avoid collecting times for these team members, simply assign them bibs that do not have chips. In this scenario, bibs 2001, 2002, and 2003 do not have chips, but bib 1001 does.

If your relay has a known number of team members, you may consider setting up dummy bibs for individual team members to match the shared bib. For example, if you have a three-person relay, you could setup bibs 1001-2000

as team bibs for the relay division and setup bibs 1001a-2000a, 1001b-2000b, and 1000c-2000c for individual team members. However, you must double-check your bib assignments after imports and must then assign the bib to the teams. ***Important***: this method is not recommended if you cannot control the number of team members on each team; for example, if you've setup bibs for three-person teams (with a, b, and c suffixes) but you have some one or two-person teams in your registration file, resulting in team 1 getting bibs 1a and 1b while team 2 gets bibs 1c, 2a, and 2b.

In this scenario, you are scoring a team based on team members sharing the same bib, so please consider the following:

- Setup a relay division in Utilities.
- In Race Management, use advanced bib generation settings to generate a range of bibs for the relay division and set the bibs to be Team Bibs, which will not be automatically assigned during manual or import registration processes. In addition, create a set of dummy bib numbers for the registrants where the bibs are not Team Bibs but are setup for the Relay division.
- After registering runners, be sure to select a bib and a chip for the relay teams. When importing registrants, assign bibs in team import order (so that team members will be assigned consecutive numbers). Please refer to Registrant Import for tips on import order.
- When generating labels, both individual labels and team labels are printed.
- After scoring the race, generate the Relay report

IMPORTANT! Review the Relay report and check for duplicate teams (which can occur if individual team members received times).

Scenario: Relay Teams Using Non-Chip System

Under this scenario, runners are scored individually, and because RaceTrak will add up the times for relay finishers, be sure to only collect finish time for the anchor leg.

In this scenario, you are scoring a team based on individual team members' results, so please consider the following:

- Setup a relay division in Utilities.
- In Race Management, use advanced bib generation settings to generate a range of bibs for the relay division.
- In general, you only want to collect a finish time for the anchor leg, so just limit your finish chute to anchor legs. Note: you can separately pull tags and get times for non-anchor legs but you need to have a pairing of spindles and timing devices for each split; RaceTrak recommends you perform imports of such data after the race has been fully scored and backed up.
- After scoring the race, generate the Relay report, which will list the cumulative *finish* times for runners.

IMPORTANT! Review be sure that all relay runners are assigned the Relay division.

Waves Tab

The Waves Tab provides the capability to set up waves for the current race. Each wave can be assigned an offset time (seconds), a time of day start time, and an order.

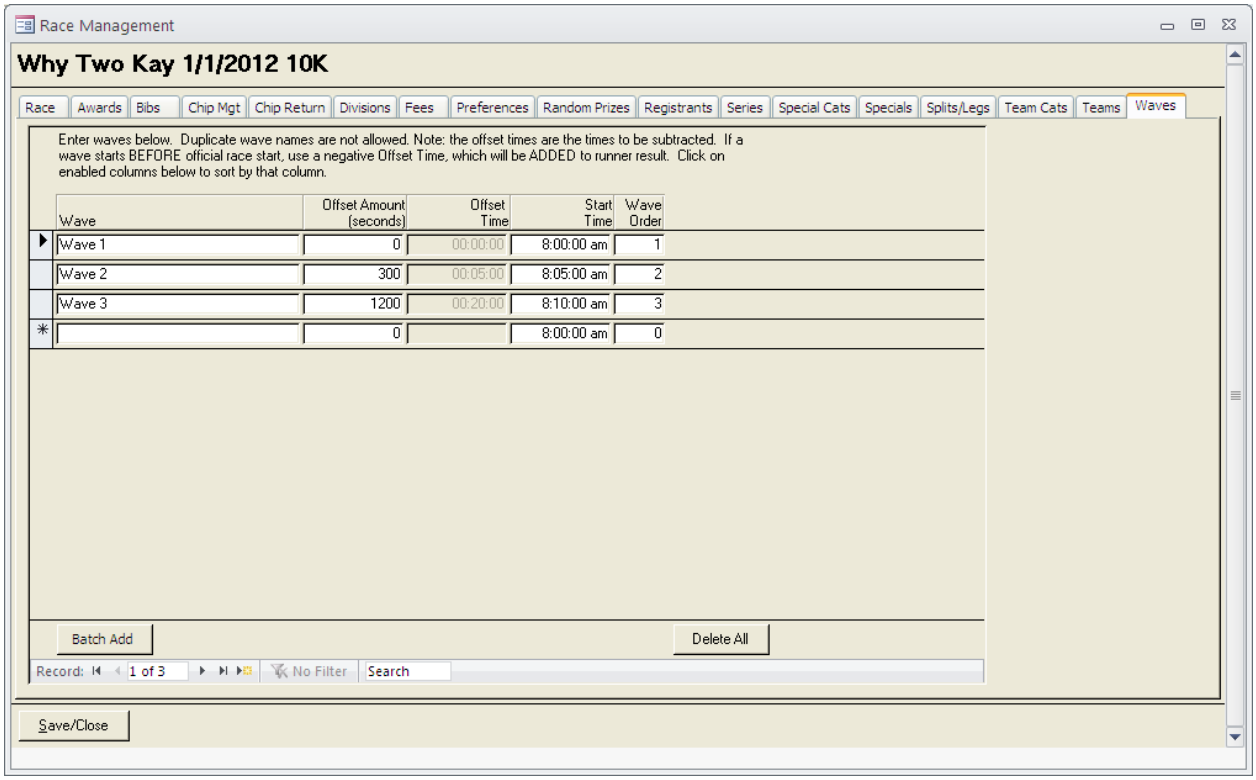
Runner adjusted times are automatically calculated during results processing and subtract wave times to determine adjusted times. RaceTrak users can use race preferences to adjust the finish time by the wave time.

Results reports can be generated to report on the adjusted time or on the actual time. Furthermore, awards and teams can be scored by either actual finish time or adjusted time.

How to Get Here

Select the Waves tab on the Race Management screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Waves



Fields

Field Name	Reqd?	Description
Wave	Yes	A unique description of the wave name. It is recommended that the order of waves be indicated in this description.
Offset Amount (seconds)	Yes	The amount of time in seconds to offset the runners time when calculating adjusted times. For example, the initial wave is generally offset by 0 seconds. The second wave starts 5 minutes later, so 300 is specified and 5 minutes is subtracted to this wave's times. If a wave starts before Wave 1, the offset must be specified as a negative number.
Offset Time	No	The offset amount expressed in hours-minutes-seconds format.
Start Time	No	The expected start time for the wave. Note: the time does not change when offsets are changed.
Wave Order	No	The order the waves will be run.

Step By Step

Specify a unique wave description, an offset amount, and a wave order.

Specify a negative offset amount to have times added for runners in this wave.

Note: The offset amount can be estimated and later updated to reflect the actual start time. However, results must be re-calculated to determine updated times.

Click on a column heading to sort by that column.

Select BATCH ADD to quickly set up multiple waves.

Select DELETE ALL to remove all the waves - and any waves assigned to runners and bibs - from the current race.

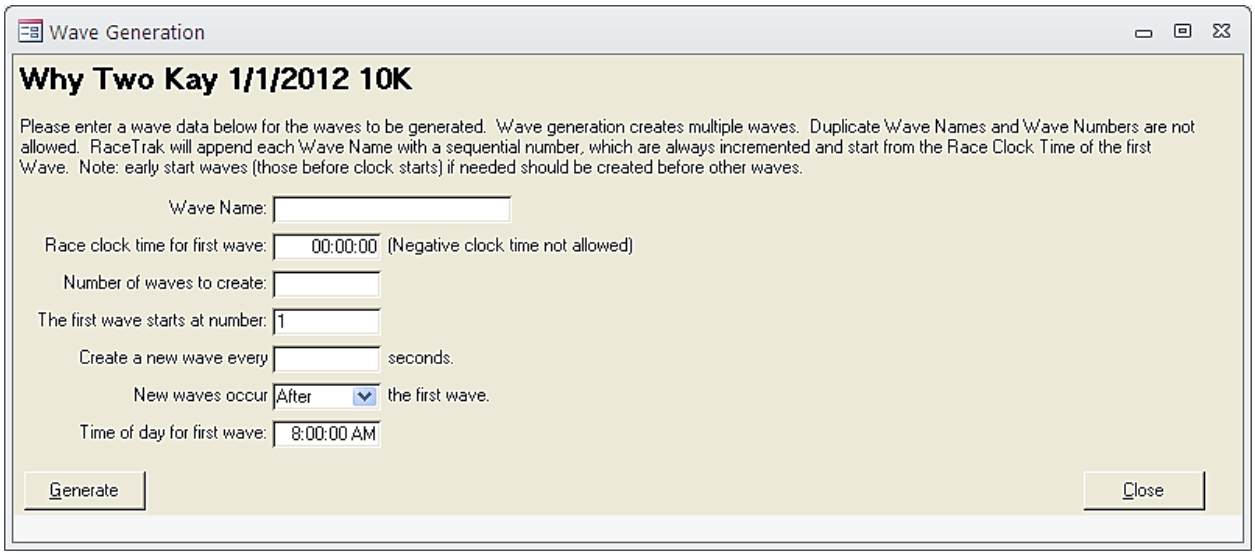
Wave Generation Screen

The Waves Generation Screen provides the capability quickly set up multiple waves for the current race. *New in RT6*.

How to Get Here

Select BATCH ADD from the Waves tab on the Race Management screen.

Full navigation: Main Menu > RACE MANAGEMENT > (select a race) EDIT > Waves > BATCH ADD


Wave Generation
Why Two Kay 1/1/2012 10K
Please enter a wave data below for the waves to be generated. Wave generation creates multiple waves. Duplicate Wave Names and Wave Numbers are not allowed. RaceTrak will append each Wave Name with a sequential number, which are always incremented and start from the Race Clock Time of the first Wave. Note: early start waves (those before clock starts) if needed should be created before other waves.
Wave Name:
Race clock time for first wave: 00:00:00 (Negative clock time not allowed)
Number of waves to create:
The first wave starts at number: 1
Create a new wave every seconds.
New waves occur After the first wave.
Time of day for first wave: 8:00:00 AM
Generate
Close

Fields

Field Name	Reqd?	Description
Wave Name	Yes	A unique description of the wave name.
Race clock time for first wave	Yes	The expected “race clock” start time for the wave. For example, the first wave usually starts at race clock time 00:00:00.
Number of waves to create	Yes	The total number of waves to be created.
The first wave starts at number	Yes	The number of the first wave being created.
Create a new wave every x seconds	Yes	The number of seconds to separate each wave.
New waves occur [before or after] the first wave	Yes	Specify if the new waves to be generated come before or after the first wave.
Time of day for first wave	Yes	The expected time of day start time for the wave.

Step By Step

Complete all fields on the screen. Note: RaceTrak will automatically append a number to the wave name as it creates the waves.

Select GENERATE to build waves based on screen settings.

Select CLOSE to close the current screen and return to the previous screen. .

Registration

Registration Overview

The Registration module provides the capability to quickly register and edit race registrants. Before runners can be registered, the race must have a pool of available bib numbers; the pool of bib numbers is created (see Bibs Tab). Once these conditions have been met, the registration process can begin. Please refer to the Registrant Import Screen for importing registrations from online services and customer data files).

Hint: the bibs can be setup with special characteristics (wave, division, hat color) and these characteristics will be assigned to registrants.

Please note that Registration Screen can be customized by the user (under Utilities) and therefore, the screens depicted may not match yours.

Please refer to Reports/Labels Screen for various registration reports.

Race Registration List Screen

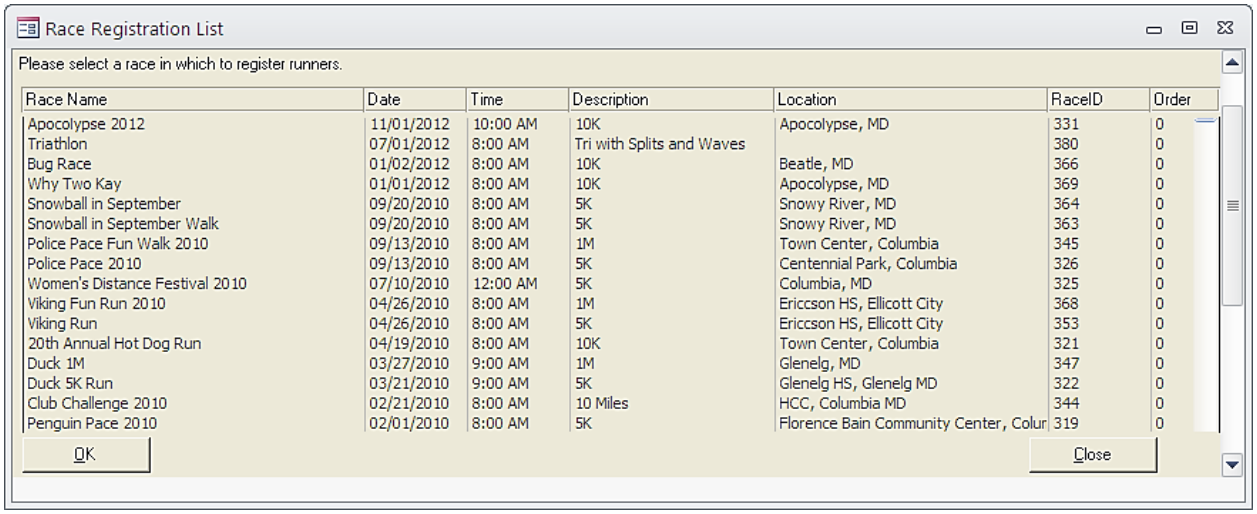
The Race Registration List Screen provides the capability to view races and select a race in which to register runners. The screen lists all races in reverse date time order with the most recent race shown at the top of the list. Note: if the Race Show Flag has been unchecked in Race Management, the race is not displayed.

The Race Registration List Screen is accessed from the Race Management Screen upon selecting REGISTRATION.

How to Get Here

Select Registration from the Main Menu.

Full navigation: Main Menu > REGISTRATION



Race Name	Date	Time	Description	Location	RaceID	Order
Apocolypse 2012	11/01/2012	10:00 AM	10K	Apocolypse, MD	331	0
Triathlon	07/01/2012	8:00 AM	Tri with Splits and Waves		380	0
Bug Race	01/02/2012	8:00 AM	10K	Beatle, MD	366	0
Why Two Kay	01/01/2012	8:00 AM	10K	Apocolypse, MD	369	0
Snowball in September	09/20/2010	8:00 AM	5K	Snowy River, MD	364	0
Snowball in September Walk	09/20/2010	8:00 AM	5K	Snowy River, MD	363	0
Police Pace Fun Walk 2010	09/13/2010	8:00 AM	1M	Town Center, Columbia	345	0
Police Pace 2010	09/13/2010	8:00 AM	5K	Centennial Park, Columbia	326	0
Women's Distance Festival 2010	07/10/2010	12:00 AM	5K	Columbia, MD	325	0
Viking Fun Run 2010	04/26/2010	8:00 AM	1M	Ericcson HS, Ellicott City	368	0
Viking Run	04/26/2010	8:00 AM	5K	Ericcson HS, Ellicott City	353	0
20th Annual Hot Dog Run	04/19/2010	8:00 AM	10K	Town Center, Columbia	321	0
Duck 1M	03/27/2010	9:00 AM	1M	Glenelg, MD	347	0
Duck 5K Run	03/21/2010	9:00 AM	5K	Glenelg HS, Glenelg MD	322	0
Club Challenge 2010	02/21/2010	8:00 AM	10 Miles	HCC, Columbia MD	344	0
Penguin Pace 2010	02/01/2010	8:00 AM	5K	Florence Bain Community Center, Colur	319	0

Step by Step

The Race Registration List Screen displays a summary list of races in date order where the newest races are listed first.

Click on a column heading to sort by that column.

Position the cursor on the desired race and select OK to continue.

Command Buttons

OK displays the Select Runner for Registration Screen.

CLOSE returns the user to the RaceTrak Menu Screen.

Select Runner for Registration Screen

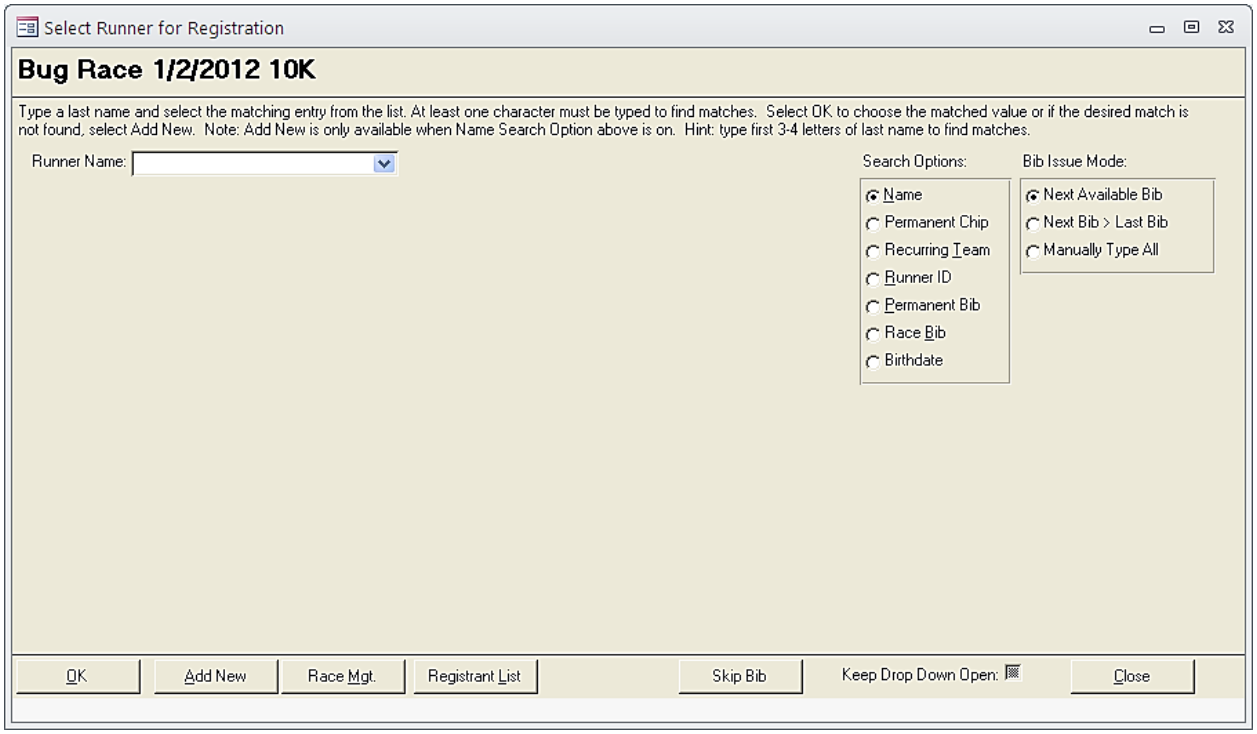
The Select Runner for Registration Screen provides the capability to search, view, and select all runners who have ever been entered into the RaceTrak database. After a runner is entered into RaceTrak, little if any information needs to be retyped.

The Select Runner Screen is accessed from the Select Race for Registration Screen upon selecting OK.

How to Get Here

Select OK from the Race Registration List Screen.

Full navigation: Main Menu > REGISTRATION > (select a race) OK


Select Runner for Registration
Bug Race 1/2/2012 10K
Type a last name and select the matching entry from the list. At least one character must be typed to find matches. Select OK to choose the matched value or if the desired match is not found, select Add New. Note: Add New is only available when Name Search Option above is on. Hint: type first 3-4 letters of last name to find matches.
Runner Name:
Search Options:
Name
Permanent Chip
Recurring Team
Runner ID
Permanent Bib
Race Bib
Birthdate
Bib Issue Mode:
Next Available Bib
Next Bib > Last Bib
Manually Type All
OK
Add New
Race Mgt.
Registrant List
Skip Bib
Keep Drop Down Open:
Close

Step by Step

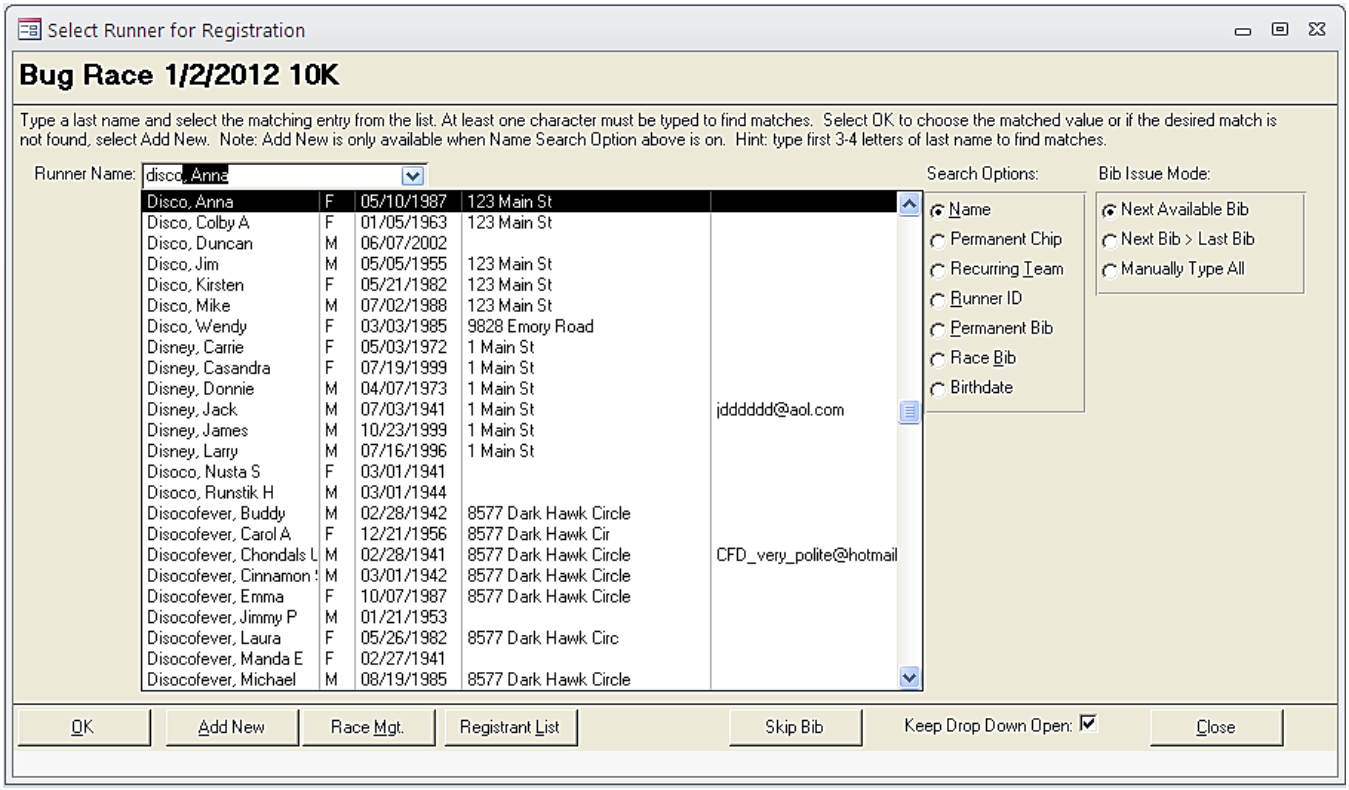
The default option is to search by runner name. Use Search Options (*new in RT6)* to perform alternate searches.

Set the Bib Issue mode *(new in RT6)* to the appropriate setting:

- Next Available Bib assigns the next available bib as the default bib during Registration (the next available bib is the next unassigned, unreserved numerical bib)
- Next Bib > Last Bib assigns the next highest bib greater than the last assigned bib (if last bib assigned was 100, 101 will be next default bib during Registration, even if number 99 is available)
- Manually Type All bib field is empty and cursor positioned for user to type bib into this field (useful in when RaceTrak is networked to avoid conflicts in bib assignment)

Type the letters, special characters, or numbers for your search until a match is found.

Hint: The most common search is by name and generally 3-4 characters is enough to determine if the runner you searching is in the database or not.


Select Runner for Registration
Bug Race 1/2/2012 10K
Type a last name and select the matching entry from the list. At least one character must be typed to find matches. Select OK to choose the matched value or if the desired match is not found, select Add New. Note: Add New is only available when Name Search Option above is on. Hint: type first 3-4 letters of last name to find matches.
Runner Name: disco, Anna
Search Options:
Name
Permanent Chip
Recurring Team
Runner ID
Permanent Bib
Race Bib
Birthdate
Bib Issue Mode:
Next Available Bib
Next Bib > Last Bib
Manually Type All
Disco, Anna F 05/10/1987 123 Main St
Disco, Colby A F 01/05/1963 123 Main St
Disco, Duncan M 06/07/2002
Disco, Jim M 05/05/1955 123 Main St
Disco, Kirsten F 05/21/1982 123 Main St
Disco, Mike M 07/02/1988 123 Main St
Disco, Wendy F 03/03/1985 9828 Emory Road
Disney, Carrie F 05/03/1972 1 Main St
Disney, Casandra F 07/19/1999 1 Main St
Disney, Donnie M 04/07/1973 1 Main St
Disney, Jack M 07/03/1941 1 Main St jdddddd@aol.com
Disney, James M 10/23/1999 1 Main St
Disney, Larry M 07/16/1996 1 Main St
Disoco, Nusta S F 03/01/1941
Disoco, Runstik H M 03/01/1944
Disocofever, Buddy M 02/28/1942 8577 Dark Hawk Circle
Disocofever, Carol A F 12/21/1956 8577 Dark Hawk Cir
Disocofever, Chondals L M 02/28/1941 8577 Dark Hawk Circle CFD_very_polite@hotmail
Disocofever, Cinnamon M 03/01/1942 8577 Dark Hawk Circle
Disocofever, Emma F 10/07/1987 8577 Dark Hawk Circle
Disocofever, Jimmy P M 01/21/1953
Disocofever, Laura F 05/26/1982 8577 Dark Hawk Circ
Disocofever, Manda E F 02/27/1941
Disocofever, Michael M 08/19/1985 8577 Dark Hawk Circle
OK
Add New
Race Mgt.
Registrant List
Skip Bib
Keep Drop Down Open:
Close

Please note that runner you are searching is either in the database or is not in the database.

If the runner is in the database, highlight and select the desired name.

For the fastest selection of an existing runner, use the down arrows on the keyboard to highlight the desired name and press [ENTER].

The Registration Screen is displayed, or, if the runner was previously registered for this race, the Duplicate Registration message box is displayed. To update a registered runner, select OK in the message box and the Registration Screen in Update mode is displayed; otherwise cancel to register another runner.

If the runner is not in the database, select ADD NEW. The Runner Screen in Add New mode is displayed.

Always consider that the person may have submitted an alternate spelling of his or her name. For example, an entry form may indicate Robert while the runner may be in the database as Bob.

Hint: Check the Keep Drop-down Open checkbox and the drop-down names will always be displayed as search values are entered.

Hint: In networked environments change the Bib Issue Mode to Manually Type All to remove contention for a given bib.

Other functions available from the Select Runner Screen include alternate searches by Permanent Chip, Recurring Team (which groups runners by Recurring Teams), Runner ID, Permanent Bib, Race Bib, and Birthdate.

Note: New runners can only be added from the Name Search.

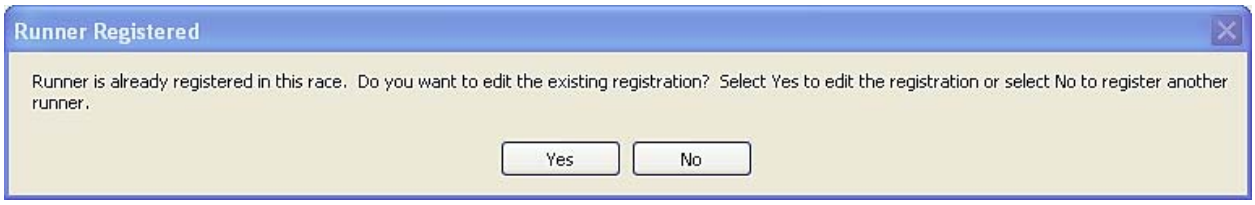
Best Practices

For networked environments, use the Manually Type All in the Bib Issue mode.

Command Buttons

OK depending on whether the runner's status, displays one of the following:

- Registration (Add New Runner) Screen (if the runner in not in the database)
- Registration (Add New Registration) Screen (if the runner is in the database, but not in the current race)
- Runner Registered Message Box (if the runner is in the database, but already in the current race; selecting Yes will open the Registration (Edit Registration) Screen)

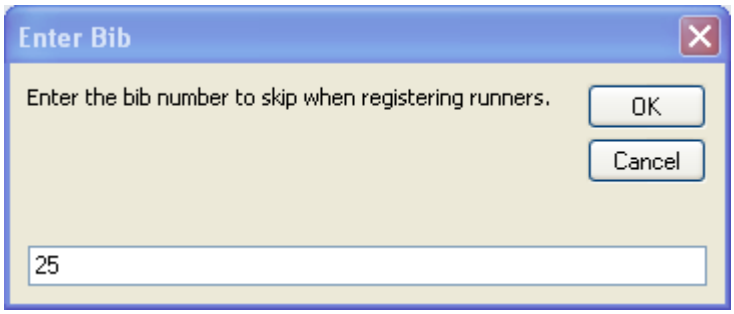

Runner Registered
Runner is already registered in this race. Do you want to edit the existing registration? Select Yes to edit the registration or select No to register another runner.
Yes
No

ADD NEW displays the Runner Screen in Add New mode.

RACE MGT displays the Race Management Screen (with reduced functionality) for this race.

REGISTRANT LIST displays all runners in this race via the Registrants Tab/Screen for this race.

SKIP BIB displays the Enter Bib Input Box, which allows you to specify a bib number to skip. This bib is placed in a reserved status, so the bib will not be automatically assigned. The bib can be reset in the Race Management - Bibs Tab.



CLOSE returns the user to the RaceTrak Menu Screen.

Registration Screen

The Registration Screen is accessed for three purposes, which allow you to

- Add of a new runner who is not in the RaceTrak database (via the Add New Button from the Select Runner for Registration Screen; once a new runner is added, he/she can then be registered into the current race.
- Register an existing runner into the current race
- Update an existing registration

Per above, when a runner is not in the database, registration is a two-step process. A runner must be added, and then the runner must be registered into the current race. RaceTrak makes this a seamless process.

The following sections describe the three modes of registration.

Registration (Add New Runner) Screen

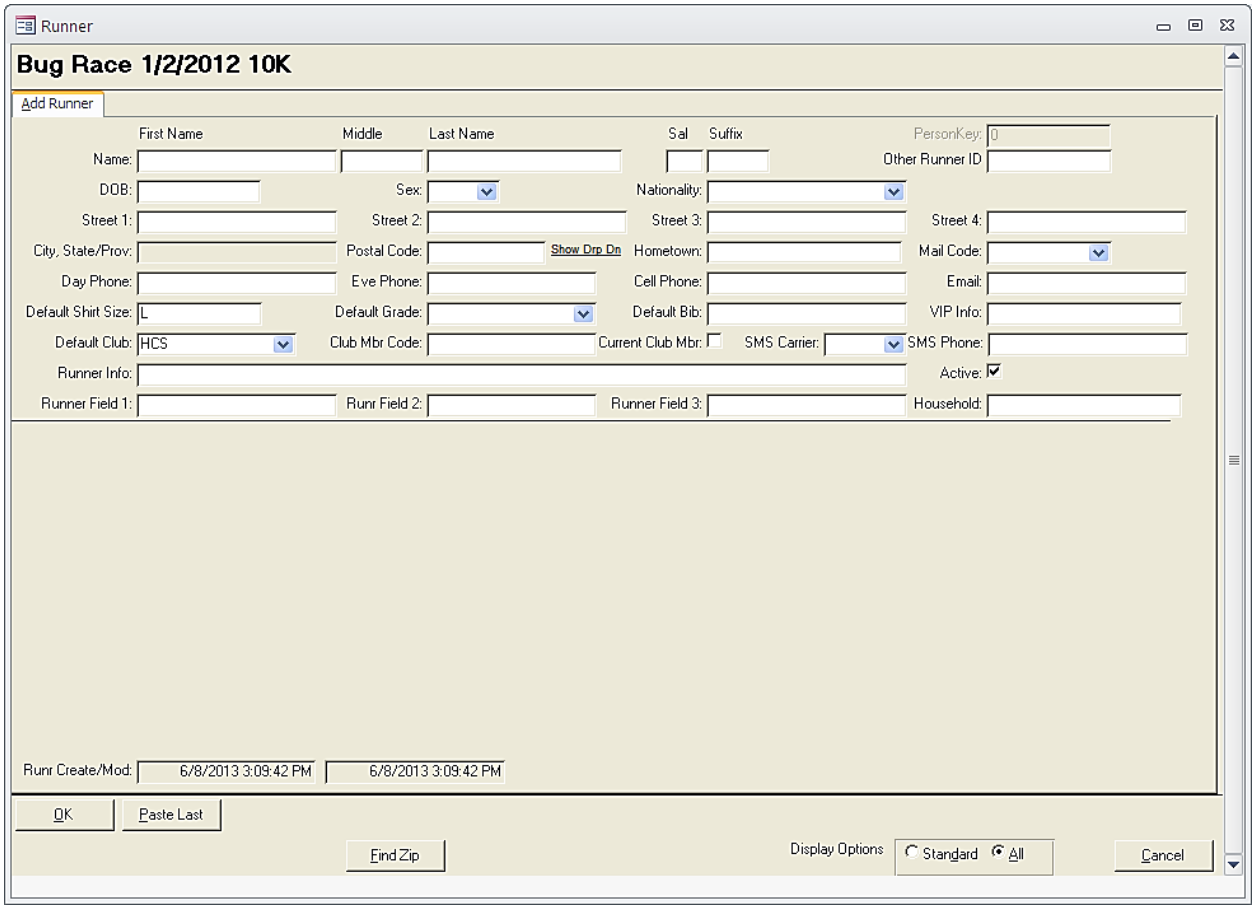
When a runner is not in the database, registration is a two-step process: 1) the runner must be added and 2) the runner must be registered into the current race.

This section describes the steps for adding a new runner who does not exist in the database.

How to Get Here

Select Add New from the Select Runner for Registration Screen OR select ENTER from the Select Runner for Registration Screen when new name with no matches is displayed.

Full navigation: Main Menu > REGISTRATION > (select a race) OK > SELECT RUNNER FOR REGISTRATION > ADD NEW or OK (when no matches are displayed for the current name search)



Fields (All Mode Display Options)

Runner Fields

Field Name	Reqd?	Description
PersonKey	Yes	System generated unique identifier for the runner; locked and cannot be altered. Every runner has a unique PersonKey.
First Name	Yes	The first name of the runner.
Middle Name	No	The middle name of the runner.
Last Name	Yes	The last name of the runner.
Sal	No	The salutation (such as Dr., Mr., Ms., etc.) of the runner that will print on mailing labels.
Suffix	No	The suffix (such as Jr., Sr., III, etc.) of the runner that will print on mailing labels.
Other Runner ID	No	Non-RaceTrak identifier from another system. This field does not enforce uniqueness.

DOB	No	The runner's Date of Birth. Used to calculate the current age and the race day age.
Sex	Yes	Valid values are M, F, or U for Male, Female, or Unknown.
Nationality	No	The nationality of the runner. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_country).
Street 1	No	The first street address for the runner.
Street 2	No	A second street address for the runner.
Street 3	No	A third street address for the runner.
Street 4	No	A fourth street address for the runner.
City, State/Prov	No	The city, state (or province) as derived from the zip code or postal code.
Postal Code	N	The US Zip Code or the foreign postal code for the runner. New postal codes can be automatically added on entry with the Zip Code Builder. Select Show Drop-down to view available Postal Codes in a drop-down list. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_postal_code).
Hometown	No	Defaults to City and State/Province when Postal Code selected. Otherwise, users can enter their values. This value used in most RaceTrak reports.
Mail Code	No	Values: Always, Never, or empty. Intended to limit or expand mailing lists.
Day Phone	No	The daytime (generally work) phone number for the runner.
Eve Phone	No	The evening (generally home) phone number for the runner.
Cell Phone	No	The mobile phone number for the runner.
E-Mail	No	The e-mail address for the runner.
Default Shirt	No	The runner's preferred shirt size. This value will be copied to the Shirt Size field for each race the runner enters.
Default Grade	No	The default scholastic grade for the runner. This value will be copied to the Grade Field (Gr) for each race the runner enters. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_grade).
Default Bib	No	The default bib number for the runner. Used for weekly club-type races where runners have been assigned a permanent bib number. Only displayed when Use Dflt Bib is checked in Utilities for the given race. This bib is manually selected by the operator and must be unique for the race.
VIP Info	No	Allows entry of notes for special runners, which can be used for systems equipped with announcer lines (e.g. Chronotrack systems).
Default Club	No	The runner's club. This value will be copied to the club field for each race the runner enters. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_club).
Club Mbr Code	No	Used to identify the club member’s membership type; for example, could be used to show 2013 as membership year. Can be auto-assigned when memberships are managed via a “membership race” or otherwise through Runner Management.

Current Club Mbr	No	Checkbox used to identify if the runner's membership is currently active. Can be auto-assigned when memberships are managed via a "membership race."
SMS Carrier	No	Drop-down to select major SMS (short message service) text service providers. RaceTrak users can enter values not listed.
SMS Phone	No	The SMS phone number. Used in conjunction with SMS Carrier above to allow systems (e.g. Jaguar) to send text messages to runners.
Runner Info	No	64,000 character field to store additional information about a runner.
Runner Field 1	No	Contains any special data that RaceTrak users want to store about a runner. Should be used consistently throughout database. For example, a RaceTrak user might want to track certain runners as giving large donations and may use Runner Field 1 to designate "Deep Pockets" or "Empty Pockets."
Runner Field 2	No	See Runner Field 1 above.
Runner Field 3	No	See Runner Field 1 above.
Household	No	Can be manually updated and/or populated when various mailings are created to send to a household name and thus provide the ability to send mail to a single household rather than separate mailings to all people at the same household.

Step by Step

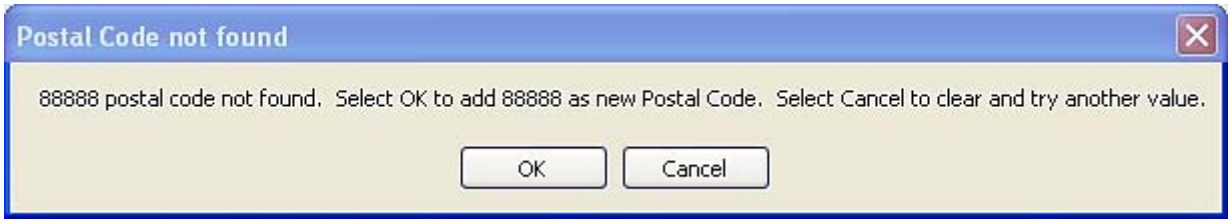
RaceTrak's default Display Options (STANDARD) provides input to information specific to the registration with runner information "grayed-out." To open all fields, click the ALL Display Option.

Complete all information as necessary, carefully checking that existing data is correct.

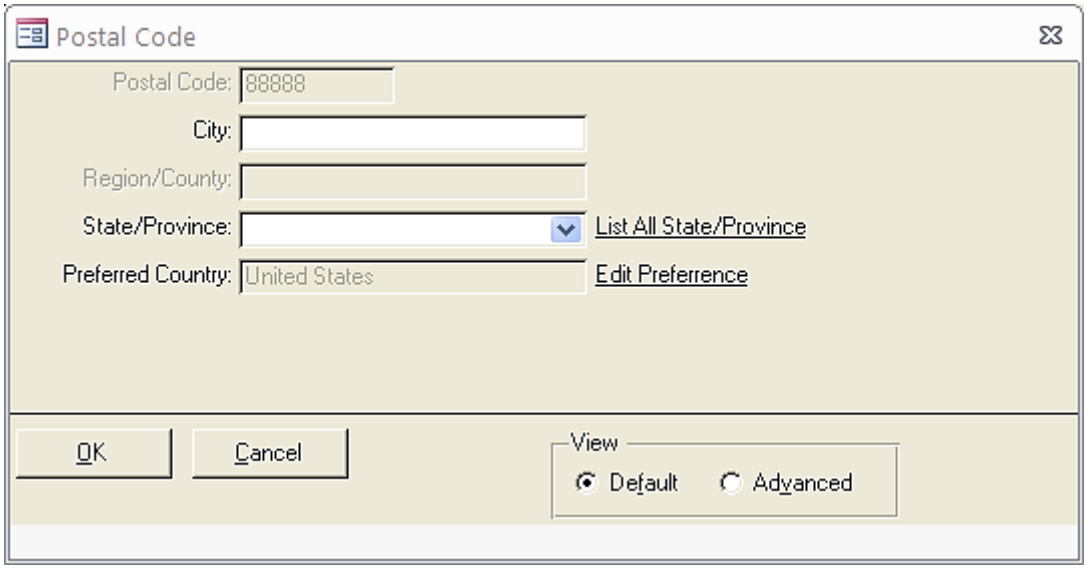
Always check that age, sex, and registration-specific data (teams, clubs, shirt size) are correct. Hint: Much of this data can be checked when performing the runner search.

Use PASTE LAST copy the last name, address, and phone number of the last saved registrant.

If a new postal code is encountered, the following message prompt is displayed.


Postal Code not found
88888 postal code not found. Select OK to add 88888 as new Postal Code. Select Cancel to clear and try another value.
OK
Cancel

If OK is selected, the postal code builder is invoked.



Best Practices

On race day, enter only scoring and reporting data: name fields, date of birth, gender, and zip code. Add teams and special categories for races with such scoring items.

When entering birthdate, use the spacebar to separate date parts (instead of entering 9/12/1993 enter 9 12 1993.

Command Buttons

OK saves the registration record and returns the user to the Select Runner Screen.

PASTE LAST copies the last name, address, and phone number of the last saved registrant.

FIND ZIP allows the search by city for a zip code.

CANCEL returns the user to the Select Runner for Registration Screen without saving the data.

Registration (Add New Registration) Screen

As noted in the previous section, a runner must first be in the RaceTrak database before he/she can be registered into the current race.

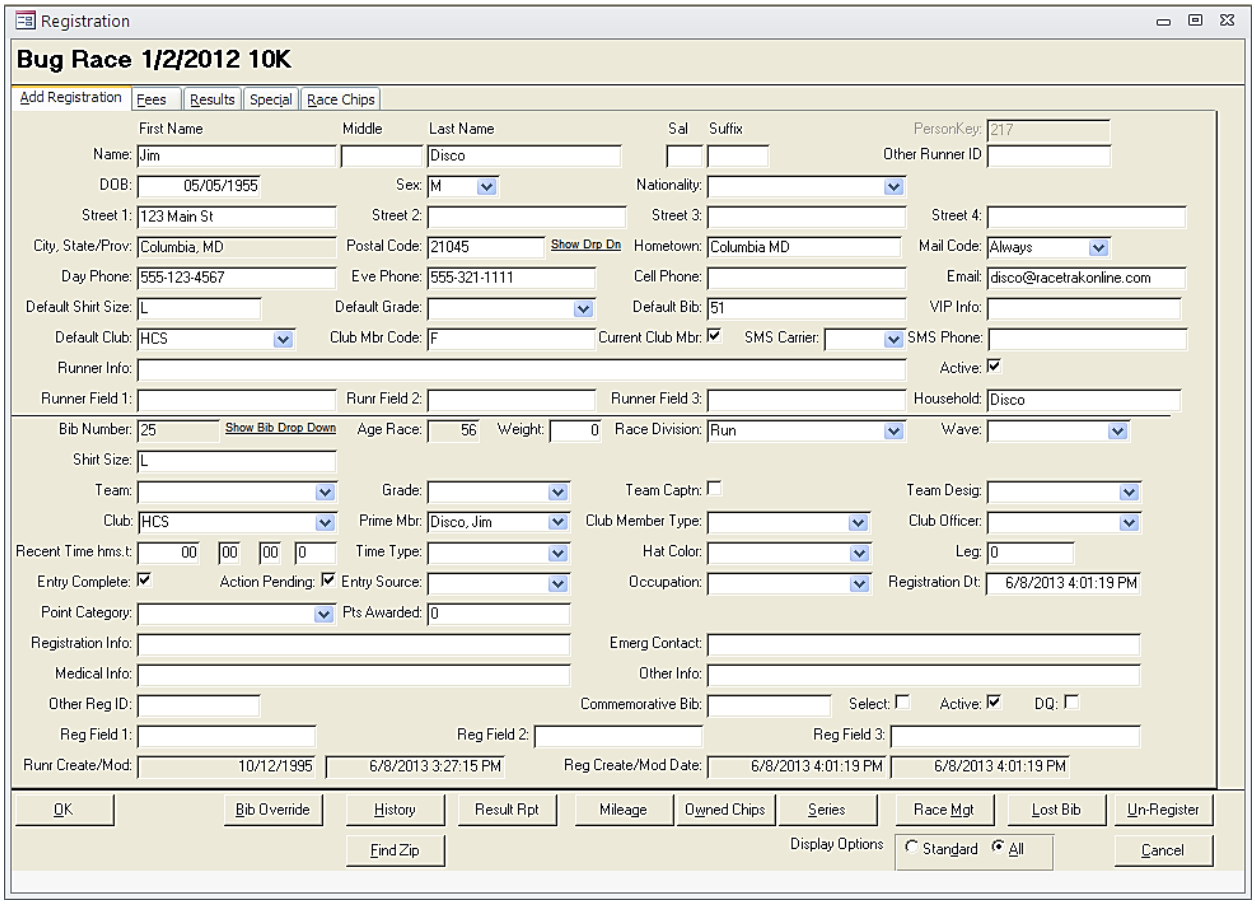
This section describes the steps for registering a runner into the current race.

Note: when a runner is not in the race, RaceTrak opens the Registration Screen in Add New mode without a prompt. If the runner is in the race, RaceTrak will prompt you that runner is in the race (and you can edit the runner on the subsequent screen).

How to Get Here

Select OK from the Select Runner for Registration Screen (for a runner in the drop-down) or open this screen automatically when a new runner is added for purposes of registration.

Full navigation: Main Menu > REGISTRATION > (select a race) OK > SELECT RUNNER FOR REGISTRATION > OK (for the person selected in drop-down).



Fields (All Mode Display Options)

Please refer to the Runner Fields in Registration (Add New Runner) Screen.

Registration Fields

Field Name	Reqd?	Description
Bib Number	Yes	Displays the bib number assigned to the runner for this race. On initial entry, users can easily change bib numbers by double-clicking on the field, selecting Bib Override, or pressing [ALT] + B. Note: Select Show Bib Drop-down to view a list of available bibs. Values for this drop-down are maintained in Race Management Bibs
Age Race	No	The calculated age as of race date for the runner. Cannot be overwritten if a DOB is provided. When a DOB is not provided, the age can be entered. Saves age as 0 when left blank and no DOB provided.
Weight	No	Weight of runner; used for Clydesdale race award categories.
Race Division	Yes	The division in which the runner is registering. Defaults to the bib's division. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_division).
Wave	No	The wave in which the runner is registering. Defaults to the bib's wave when available. Values for this drop-down are maintained in Race Management Waves Tab.

Shirt Size	No	The shirt size requested for this race. On a new registration, defaults to runner's default shirt size.
Team	No	The team on which the runner is running. A runner can only run on one team per race. Values for this drop-down are maintained in Race Management Race Teams Tab.
Grade	No	The scholastic grade for the runner. On a new registration, defaults to the runner's default grade. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_grade).
Team Captn	No	Checkbox to designate the registrant as Team Captain.
Team Desig	No	Team designation to differentiate members of teams for manual scoring purposes. For example, in a two person mother-daughter team, the mother would be designated as "must score." While RaceTrak does not automatically use this field, it provides results processors a means to validate teams.
Club	No	The club with which the runner is affiliated. Defaults to the runner default club. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_club).
Prime Member	No	Used to designate the primary member in a household when race is used for tracking club memberships.
Club Member Type	No	The type of membership (Individual, Family, etc) when race is used for tracking club memberships. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_club_member_type).
Club Officer	No	The type of club officer (President, Secretary, etc) when race is used for tracking club memberships. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_club_officer_type).
Recent Time	No	A time provided by the runner. Generally associated with a Time Type (see Time Type below).
Time Type	No	As a reference to Recent Time, this provides time types (such as Personal Record, Predicted, Recent, etc.) The type of time provided can be specified in the Time Type field. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_time_type).
Hat	No	The hat color associated with the runner. Used in Triathlons. Defaults to the bib's hat color when available. The type of time provided can be specified in the Time Type field. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_hat_color).
Leg	No	Future use: intended to designate runner's leg in a relay.
Entry Complete	No	Indicates if registration entry form is complete; defaults to checked (meaning entry is complete). Can be used as problem identifier in conjunction with the Registrant Info field below. For example, set Entry Complete to No and in the Info field type the reason.

Action Pending	No	Indicates if action is pending for the current registration. Defaults to checked (yes, action is pending). Generally used when race is used for tracking club memberships and user wants to selectively send mailings to club members. For example, the action pending can be used to only send membership package to new and renewed members (those whose action pending is checked; after the mailing is sent, action pending can be unchecked. Please refer to Registrants (Club Membership Race Mode) Tab/Screen.
Entry Source	No	Source of the entry form (mailing, store, race day). Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_entry_source).
Occupation	No	The occupation of the runner. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_occupation).
Registration Date	No	The date of registration. Defaults to the current computer system date.
Point Category	No	The point category with which the runner is associated for this race. Generally used in conjunction with series races where different awards may be provided by age, sex, religious affiliation, etc. A RaceTrak legacy feature that has been replaced by more functional race series scoring.
Pts Awarded	No	Associated with the point category to provide a quick, manual way to tally series points. A RaceTrak legacy feature that has been replaced by more functional race series scoring.
Registration Info	No	Used to type text information particular to this registration. When used with the Entry Complete field, could specify that signature is missing, money not paid, check not signed, etc.
Emergency Contact	No	Used to input emergency contact name and contact info (phone, email).
Medical Info	No	Used to input special medical needs.
Other Info	No	Used to input any other information not captured in above fields.
Other Reg ID	No	Alternate identifier for registration.
Commemorative Bib	No	Future use: allow runners in race to share same bib number (for display purposes only). For example, runner would get real bib 1234 but could have commemorative bib “John” printed on bib.
Select	No	Used by RaceTrak for various batch updates.
Active	No	Future use: indicates if the current registration is active (checked) or voided (unchecked).
Dq?	No	Disqualification indicator. When set to Yes, runner will not be given an official place. Therefore, runner is ineligible for Awards or Team scoring.
Reg Field 1	No	Contains any special data that RaceTrak users want to store about a registrant. Should be used consistently throughout database. For example, a RaceTrak user might want to track certain runners as giving large donations and may use Runner Field 1 to designate “Deep Pockets” or “Empty Pockets.”

Reg Field 2	No	See Reg Field 1 above.
Reg Field 3	No	See Reg Field 1 above.
Runr Create/Mod	No	Dates the runner data was created and modified.
Reg Create/Mod Date	No	Dates the registrant data was created and modified.

Step by Step

RaceTrak's default Display Options (STANDARD) provides input to information specific to the registration with runner information "grayed-out." To open all fields, click the ALL Display Option.

Complete all information as necessary, carefully checking that existing data is correct.

Note that bibs are automatically assigned by RaceTrak based on several criteria and as controlled by a variety of RaceTrak settings; please refer to the Bib Issue mode discussed in Select Runner for Registration Screen and see Bibs Tab in Race Management.

Always check that age, sex, and registration-specific data (teams, clubs, shirt size) are correct. Hint: Much of this data can be checked when performing the runner search.

The bib number can be changed by manually -- by either double-clicking on the bib box or selecting the BIB OVERRIDE button -- and then either selecting or typing a new bib number.

Add or update registration-specific data as applicable (shirt size, team, club, fees, etc.).

If the runner did not provide a date of birth (DOB), type the correct age (if provided) in the Age Race Date field.

Please refer to Registration (Add New Runner) Screen if new postal codes are encountered.

Command Buttons

OK saves the registration record and returns the user to the Select Runner for Registration Screen.

BIB OVERRIDE opens the bib field for manual bib selection (without the mouse).

HISTORY displays on-screen runner race history.

RESULT RPT displays report preview of runner race history.

MILEAGE opens the Runner Mileage Screen to record mileage totals by date.

OWNED CHIPS opens screen to manage chip owner chips.

SERIES displays the Runner Series Screen and the series (if any) with which the runner is assigned. Used in conjunction with series scoring when the series requires runners to be registered with the series.

RACE MGT displays the Race Management screen for this race, allowing the user to manage teams, special categories, and other race management features.

LOST BIB displays a message box, allowing user to designate the bib as lost and allow a new bib to be assigned to the registrant.

Lost Bib?
This action will remove the current bib and mark the bib as lost; the lost bib cannot be re-used and a different bib can be assigned to the registrant. Current registration data will be retained, EXCEPT that any Race Chips currently assigned to the registrant will be removed for races in which chips/tags ARE NOT = bibs. Select OK to continue or Cancel to cancel this action.
OK
Cancel

UN-REGISTER will bibs cannot be unregistered when adding a new registration, so a message is displayed that this action cannot be performed.

FIND ZIP allows the search by city for a zip code.

Note: the MORE option formerly available in earlier versions of RaceTrak has been removed.

CANCEL returns the user to the Select Runner for Registration Screen without saving the registration record.

Registration (Edit Registration) Screen

The Registration (Edit Registration) Screen is similar to the Registration (Add New Registration) Screen except that the Edit Registration Screen is proceeded by a message box when accessing from the Select Runner for Registration Screen. The Edit Registration Screen includes additional tabs for the entry of fees, special categories, race chips, and the viewing of results data.

Runner Registered
Runner is already registered in this race. Do you want to edit the existing registration? Select Yes to edit the registration or select No to register another runner.
Yes
No

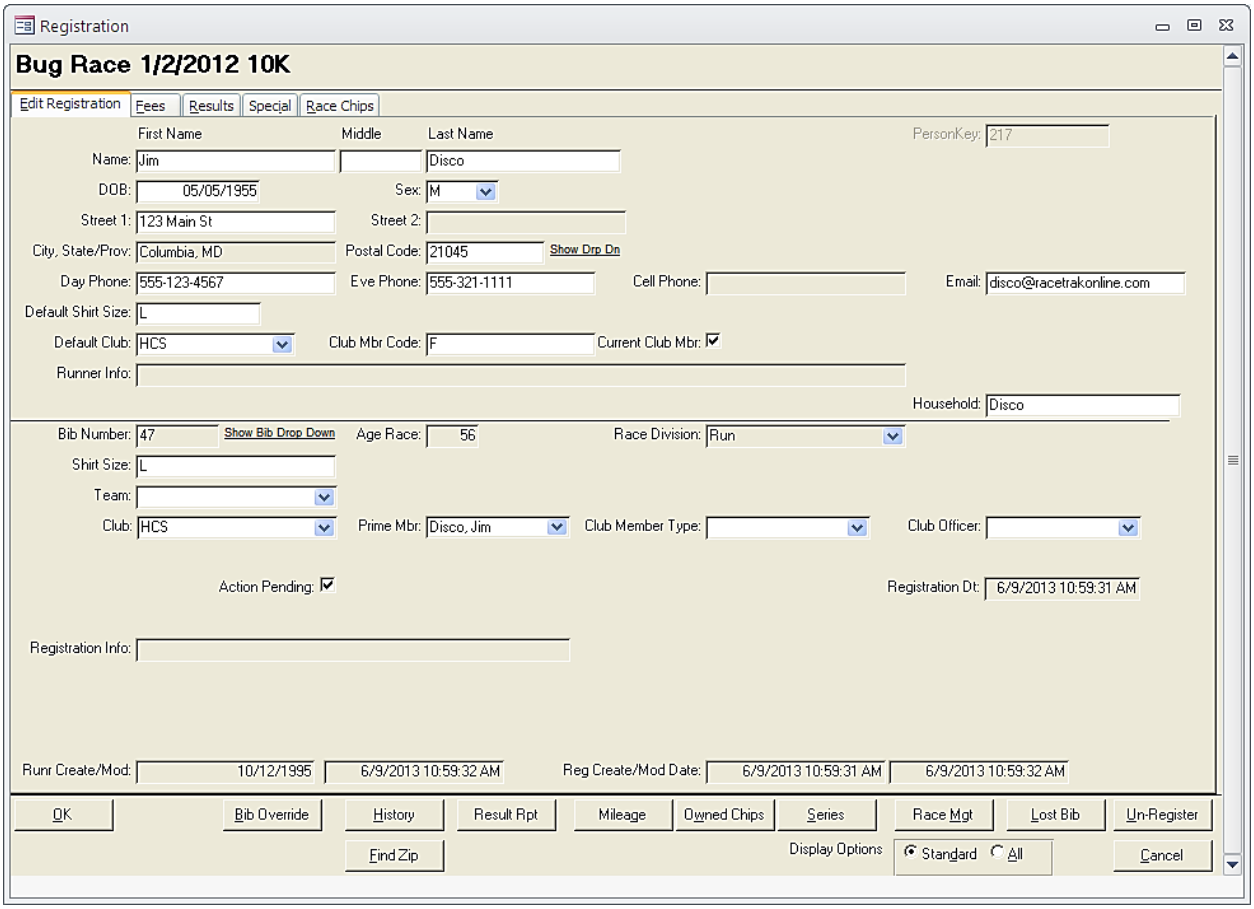
This section describes the steps for editing an existing registration.

How to Get Here

Select OK from the Select Runner for Registration Screen (for a runner in the drop-down) or open this screen from Race Management's Registrants Tab/Screen.

Full navigation: Main Menu > REGISTRATION > (select a race) OK > SELECT RUNNER FOR REGISTRATION > OK (for the person selected in drop-down) > OK (in response to the message that runner is already registered)

Full navigation: Main Menu > REGISTRATION > (select a race) OK > REGISTRANT LIST> (select a registrant) EDIT REGISTRATION



Fields (All Mode Display Options)

Please refer to the Runner Fields in Registration (Add New Runner) Screen and to the Registration fields in Registration (Add New Registration) Screen for descriptions of the fields.

Step by Step

RaceTrak's default Display Options (STANDARD) provides input to information specific to the registration with runner information "grayed-out." To open all fields, click the ALL Display Option.

Update information as necessary.

Command Buttons

OK saves the registration record and returns the user to the Select Runner for Registration Screen.

BIB OVERRIDE opens the bib field for manual bib selection (without the mouse).

HISTORY displays on-screen runner race history.

RESULT RPT displays report preview of runner race history.

MILEAGE opens the Runner Mileage Screen to record mileage totals by date.

OWNED CHIPS opens screen to manage chip owner chips.

SERIES displays the Runner Series Screen and the series (if any) with which the runner is assigned. Used in conjunction with series scoring when the series requires runners to be registered with the series.

RACE MGT displays the Race Management screen for this race, allowing the user to manage teams, special categories, and other race management features.

LOST BIB displays a message box, allowing user to designate the bib as lost and allow a new bib to be assigned to the registrant.

Lost Bib?
This action will remove the current bib and mark the bib as lost; the lost bib cannot be re-used and a different bib can be assigned to the registrant. Current registration data will be retained, EXCEPT that any Race Chips currently assigned to the registrant will be removed for races in which chips/tags ARE NOT = bibs. Select OK to continue or Cancel to cancel this action.
OK
Cancel

UN-REGISTER prompts the user to confirm the removal of the registrant from this race. When confirmed, the registration record (but not the runner) is deleted and the user is returned to the previous screen.

FIND ZIP allows the search by city for a zip code.

Note: the MORE option formerly available in earlier versions of RaceTrak has been removed.

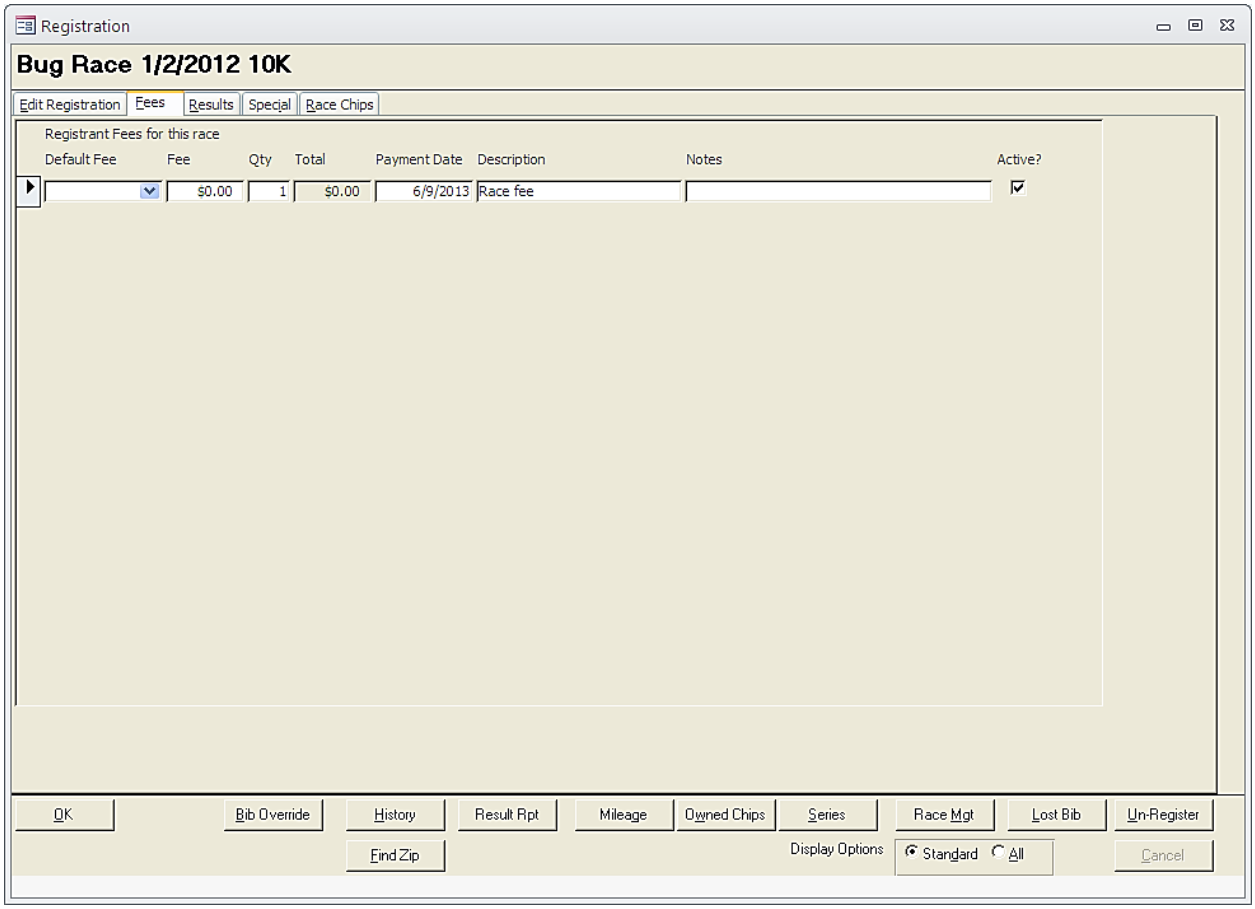
CANCEL returns the user to the Select Runner for Registration Screen without saving the registration record.

Registration (Fees Tab) Screen

The Registration (Fees Tab) Screen allows the management of race fees for the current registrant.

How to Get Here

The Registration (Fees Tab) Screen is available from the Registration screen.



Fields

Field Name **Reqd?** **Description**

Default Fee	No	Drop-down that will pull default fees setup for this race. Values for this drop-down are maintained in Race Management Fees Tab.
Fee	Yes	The basic cost for an item (typically the race fee).
Qty	Yes	The number of items purchased (typically 1).
Payment Date	No	The date in which the payment was made.
Description	No	Free-text description of the fee.
Notes	No	Special notes or comments regarding the fee.
Active	No	Whether the data record is counted in overall fees.

Step by Step

Enter and/or update the information as necessary.

Command Buttons

Please refer to Registration Screens for a discussion of command buttons.

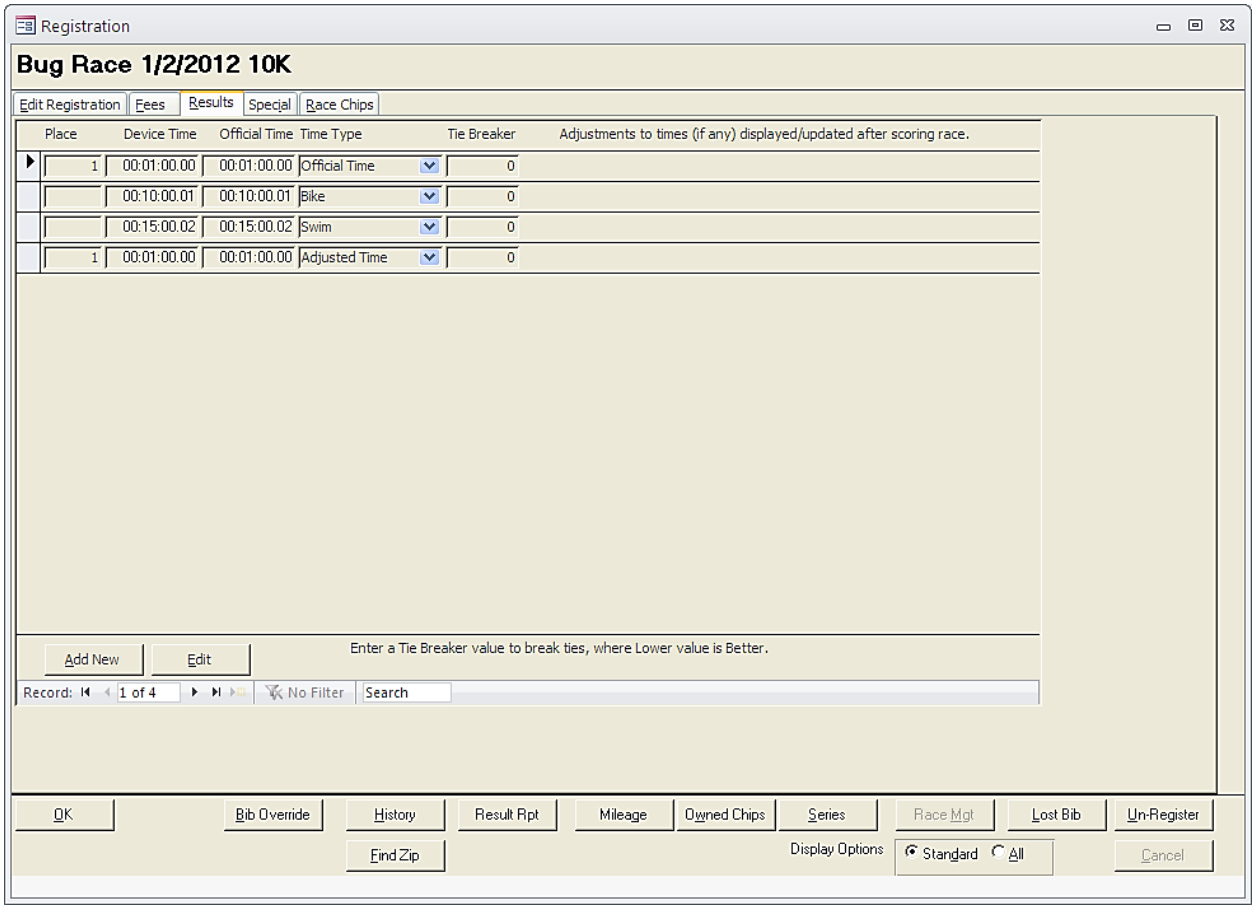
Registration (Results Tab) Screen

The Registration (Results Tab) Screen allows the management of registrant results for the current registrant.

Existing times can be edited and new times can be added. However, it is generally better to use timing devices or tools in Results to manually add new times.

How to Get Here

The Results Tab Screen is available from the Registration screen.



Fields

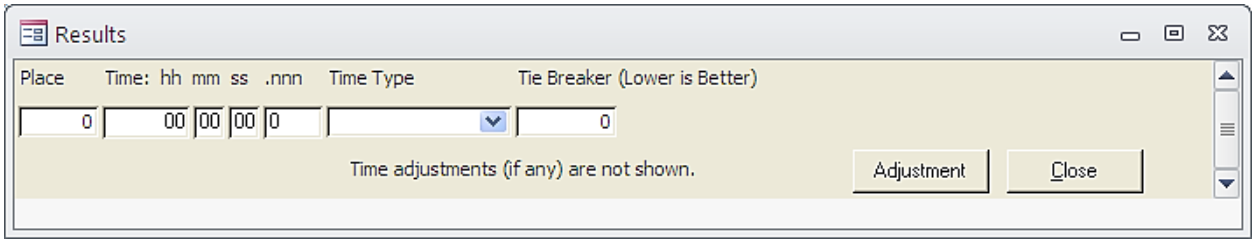
Field Name	Reqd?	Description
Place	No	The place for the time displayed.
Device Time	Yes	The raw time as provided by the timing device or manually entered. This is the basic time without any adjustments.
Official Time	Yes	The re-calculated reported time, which accounts for wave, penalty, and other adjustments. Note: the time types reflect the various times that may be collected for a given race. Do not confuse the Official Time column header with the Time Type drop-down, which indicates the type of time that has been collected.
Time Type	Yes	The type of time collected.
Tie Breaker	No	Used to break ties, where lower is better.

Step by Step

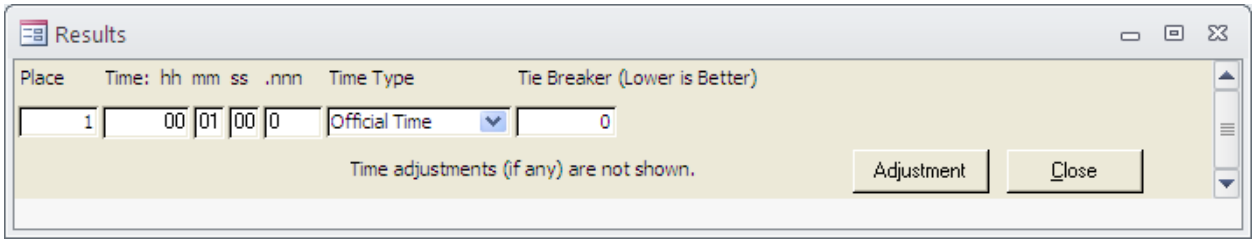
Select EDIT or ADD NEW to make changes or additions to results. Because Adjusted times are automatically calculated, these times cannot be edited.

Command Buttons

ADD NEW opens the Results Window in add new mode, where new times can be entered. Note: duplicate time types cannot be entered.



EDIT opens the Results Window in edit mode where changes can be made to the device time.



Important: you must recalculate results and apply various offsets to the time. Use ADJUSTMENT to apply penalty times.

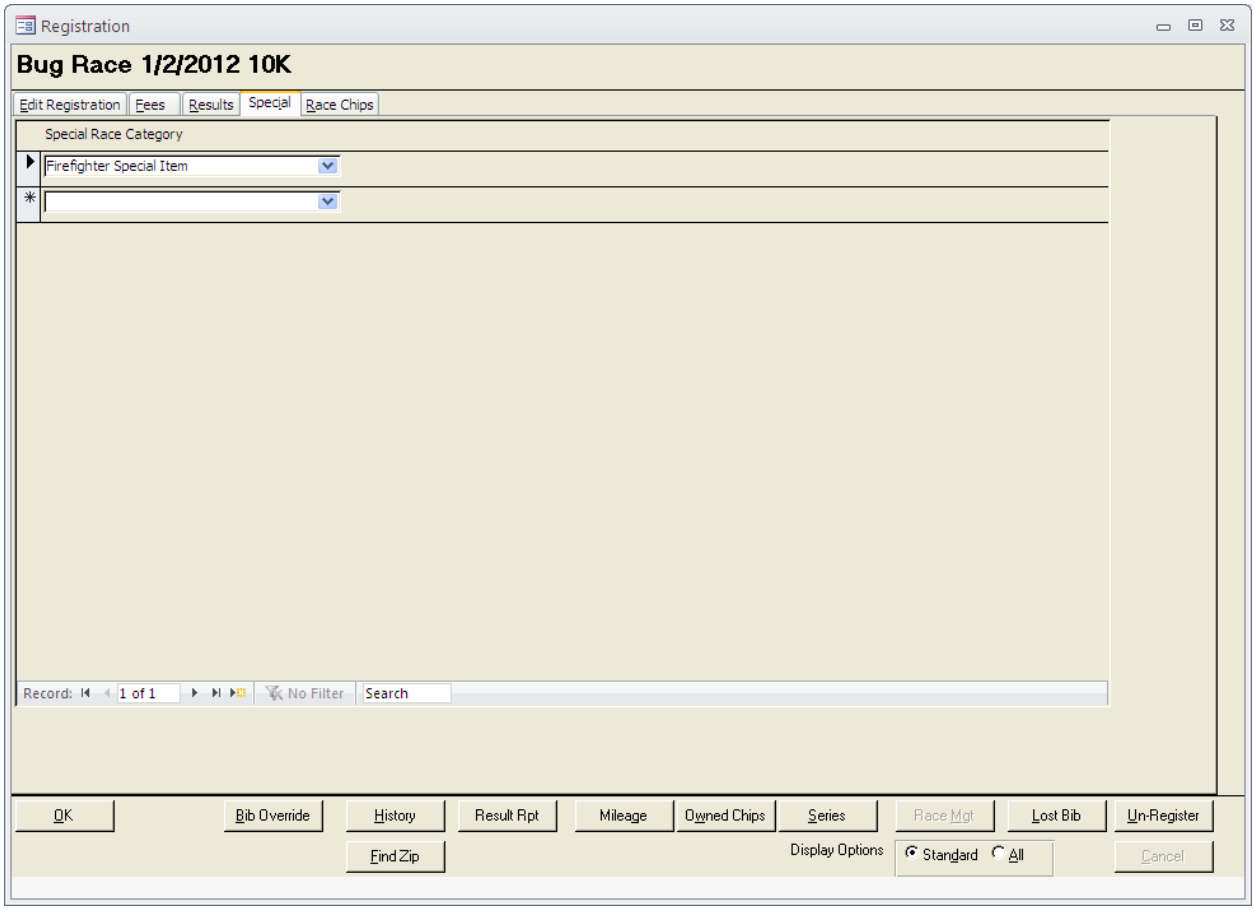
Please refer to Registration Screens for a discussion of other command buttons.

Registration (Specials Tab) Screen

The Registration (Specials Tab) Screen allows the management of special categories for the current registrant. .

How to Get Here

The Specials Tab Screen is available from the Registration screen.



Fields

Field Name	Reqd?	Description
Special Race Category	Yes	Allows input of one or more special designations for the runner. Values for this drop-down are maintained in Race Management Specials Tab.

Step by Step

Enter and/or update the information as necessary. A person can be in one or more special categories in a given race.

Command Buttons

Please refer to Registration Screens for a discussion of command buttons.

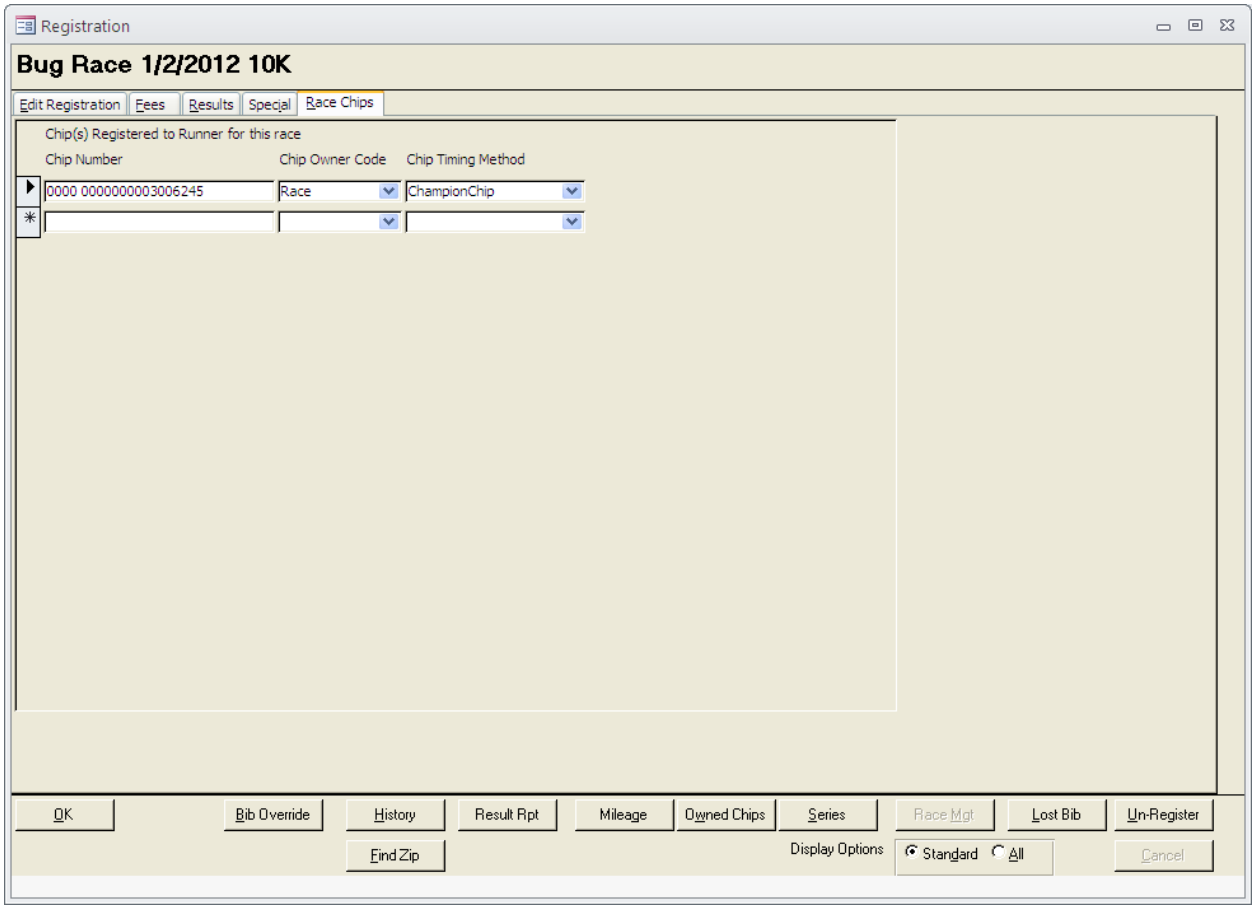
Registration (Race Chips Tab) Screen

The Registration (Race Chips Tab) Screen allows the management of race chips when chip system uses identifiers that are not equal to the bib number.

This screen is not available when the chip system uses the same chip number as the bib number.

How to Get Here

The Race Chips Tab Screen is available from the Registration screen.



Fields

Field Name	Reqd?	Description
Chip Number	Yes	The chip number used by the runner.
Chip Owner Code	No	Identifies if the chip is owned by the runner or by the race; used to retrieve race owned chips.
Chip Timing Method	No	The type of chip being used. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_timing_method).

Step by Step

Enter and/or update the information as necessary.

Command Buttons

Please refer to Registration Screens for a discussion of command buttons.

Results Processing

Results Processing Overview

The Results Processing module manages all aspects of results processing, including transmitting, importing, and reconciling data from external timing devices; bar code bib scanning; individual and team results processing, and award assignment.

In general there are three ways to collect times: 1) using a timing device, 2) using a chip technology or 2) manually entering times.

If a non-chip timing device is used, the times are generally obtained using RaceTrak's Transmit's functions where times are directly imported in RaceTrak. In most cases, the Reconcile and Scan Bib Functions will also be utilized. A typical scenario would include the following steps:

- Transmit timing device data via the Transmit Live Mode feature OR import data files when direct communication with the timing device is not available in RaceTrak.
- Scan bar coded bibs or type bib numbers in the Scan Bibs function.
- Reconcile times with bibs, and Load/Merge the times and bibs in the Reconcile function, and follow on-screen instructions to compute results and awards (if awards are setup for your race). Note: results and awards can be separately computed on their own.
- Print reports.

If chip timing is used, the times are generally obtained by importing files created from chip manufacturing software. A typical scenario would include the following steps:

- Import files created from chip technologies.
- Load/Merge the times in the Reconcile function and follow on-screen instructions to compute results and awards.
- Print reports.

If manually entering times, results are best handled by:

- Manually entering times (see Reconcile).
- Scanning bar coded bibs or type bib numbers in the Scan Bibs function.
- Reconciling times with bibs, and Load/Merge the times and bibs in the Reconcile function, and follow on-screen instructions to compute results and awards (if awards are setup for your race). Note: results and awards can be separately computed on their own.
- Printing reports.

In addition, a RaceTrak Stopwatch allows your PC to act as a timing device, where a file is created and can be imported into RaceTrak.

RaceTrak operates in two modes for transmitting data from external timing devices: a live mode whereby the computer is attached to the timing device and times are loaded to RaceTrak as they are captured; and a batch mode whereby times are uploaded to RaceTrak after the timing machine is shut down. When live data transfer is used, results can be processed as soon as runners start finishing; however, reconciliation cannot be performed unless the transmission is suspended.

A powerful RaceTrak feature is the ability to suspend and later restart the live mode transmission, allowing results personnel to reconcile results while the live mode is suspended and then restart the live mode of transmission, with a choice to append data to the previous data file or start a new file. In either case, careful coordination with finish line personnel is essential.

Best Practices

During the race planning phase, work closely with the Race Director, online registration, Packet Pickup, and Finish Line to ensure that everyone is on the same page with regard to the requirements for the race. Any changes from one year to the next should be fully vetted to ensure that the race will be successfully scored. For example:

- If race has multiple events, be sure that online registration and paper forms have a choice for each event.
- If race has multiple events, it is generally to have separate batches of bibs reserved for each event (low numbers for first event and high numbers for second).
- If race has multiple events, consider the impacts and your capabilities for the following scenarios:
    - Events start at the same time and share the same starting and finish lines (generally pretty easy to handle).
    - Events start at the different times and share the same starting and finish lines (a little more complex than preceding bullet, but can be handled with waves and other techniques).
    - Events start at the different times and share the same starting and finish lines.
    - Events start at the same
- Ensure that online registration and paper forms match in terms of information and data collected.
- Ensure that online registration and paper forms convey and obtain all the information needed to score the race.
    - If the race has teams, team data must be collected and team members must provide the right team name.
    - If the race teams with multiple team categories, the forms must provide for selection of the team categories.
    - If race has special categories, the forms must provide for their selection.
- Coordinate with finish line to ensure that equipment can be and is properly setup to handle the number of registrants in race.
- Coordinate with packet pickup with regard to reports, labels, and bibs needed for race. Determine how and when such materials will be handed off.
- Alert Packet Pickup of any special needs or issues with registration (you may need signed waivers for people who did not properly complete entry forms).
- Ensure that Finish line equipment has been tested and remains online until RaceTrak scoring has been completed.

Race List (for Results Processing) Screen

The Race List (for Results Processing) Screen presents all RaceTrak races in date order with the newest races listed first. The Race List (for Results Processing) Screen provides the capability to select a race for which results are to be processed.

A process summary is provided below:

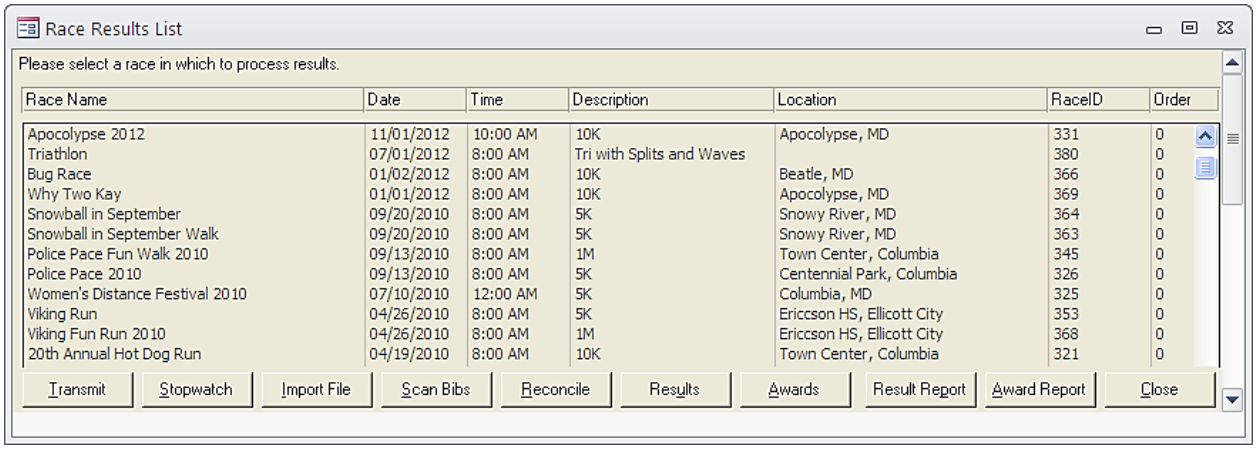
- Transmit or Import Times
- Scan Bibs (for races where bib tear-off tags are pulled and entered in order of finish into RaceTrak)
- Reconcile (check/correct times and then Load/Merge them into Registrant data records
- Results (calculate and/or view actual results)
- Awards (assign and/or view awards data)

- Print Reports

The Race List (for Results Processing) Screen is accessed from the RaceTrak Menu Screen upon selecting Results Processing.

How to Get Here

Select RESULTS PROCESSING from the Main Menu.


Race Results List
Please select a race in which to process results.
Race Name | Date | Time | Description | Location | RaceID | Order
Apocolypse 2012 | 11/01/2012 | 10:00 AM | 10K | Apocolypse, MD | 331 | 0
Triathlon | 07/01/2012 | 8:00 AM | Tri with Splits and Waves | | 380 | 0
Bug Race | 01/02/2012 | 8:00 AM | 10K | Beatle, MD | 366 | 0
Why Two Kay | 01/01/2012 | 8:00 AM | 10K | Apocolypse, MD | 369 | 0
Snowball in September | 09/20/2010 | 8:00 AM | 5K | Snowy River, MD | 364 | 0
Snowball in September Walk | 09/20/2010 | 8:00 AM | 5K | Snowy River, MD | 363 | 0
Police Pace Fun Walk 2010 | 09/13/2010 | 8:00 AM | 1M | Town Center, Columbia | 345 | 0
Police Pace 2010 | 09/13/2010 | 8:00 AM | 5K | Centennial Park, Columbia | 326 | 0
Women's Distance Festival 2010 | 07/10/2010 | 12:00 AM | 5K | Columbia, MD | 325 | 0
Viking Run | 04/26/2010 | 8:00 AM | 5K | Ericcson HS, Ellicott City | 353 | 0
Viking Fun Run 2010 | 04/26/2010 | 8:00 AM | 1M | Ericcson HS, Ellicott City | 368 | 0
20th Annual Hot Dog Run | 04/19/2010 | 8:00 AM | 10K | Town Center, Columbia | 321 | 0
Transmit
Stopwatch
Import File
Scan Bibs
Reconcile
Results
Awards
Result Report
Award Report
Close

Step By Step

Select the function desired.

Command Buttons

TRANSMIT opens the Transmit Data Screen. This module is utilized when data from external timing devices is to be downloaded to RaceTrak.

STOPWATCH *(new in RT6)* opens the RaceTrak Stopwatch screen for collection of times from your computer.

IMPORT opens the Timing Device Screen. This module is utilized to import and convert the data from external timing devices when batch transmit mode is used.

SCAN BIBS opens the Scan Bibs Screen. This module is utilized to scan or type the bib numbers in the order received for a given chute. It is generally used in non-chip races.

RECONCILE opens the Results Reconciliation Screen. This module is utilized to check (and correct) times as well as provides the Load/Merge mechanism to associate the times with runners' bibs and/or chips.

RESULTS provides an option to calculate results or to open the Race Result List Screen, which is utilized to view results, manually disqualify runners, and re-calculate results.

AWARDS opens the Award Assignment Screen. This module is utilized to assign awards when awards have been set up.

RESULT REPORT opens the Race Reports Setting Screen, which allows users to customize, preview, and print results for the selected race.

AWARD REPORT opens the Race Reports Setting Screen, which allows users to customize, preview, and print awards for the selected race.

CLOSE returns the user to the RaceTrak Menu Screen.

Transmit Data Screen

The Transmit Data Screen provides the capability directly transfer data from external timing devices into RaceTrak. RaceTrak communicates with many timing devices including Flying Feet's Time Machine I and II, Summit Systems SRT500 and SRT1000, Chronomix 737, TimeTech Sprint 8, and others.

The Transmit Data Screen allows users to select either Batch or Live Mode of data transfer, where the Live Mode is the recommended and preferred mechanism for obtaining times. Live Mode can be used either during or after a races; Batch Mode creates a data file for import into RaceTrak while Live Mode skips this step.

The RaceTrak Transmit process must be initiated *before* data is sent from external timing devices.

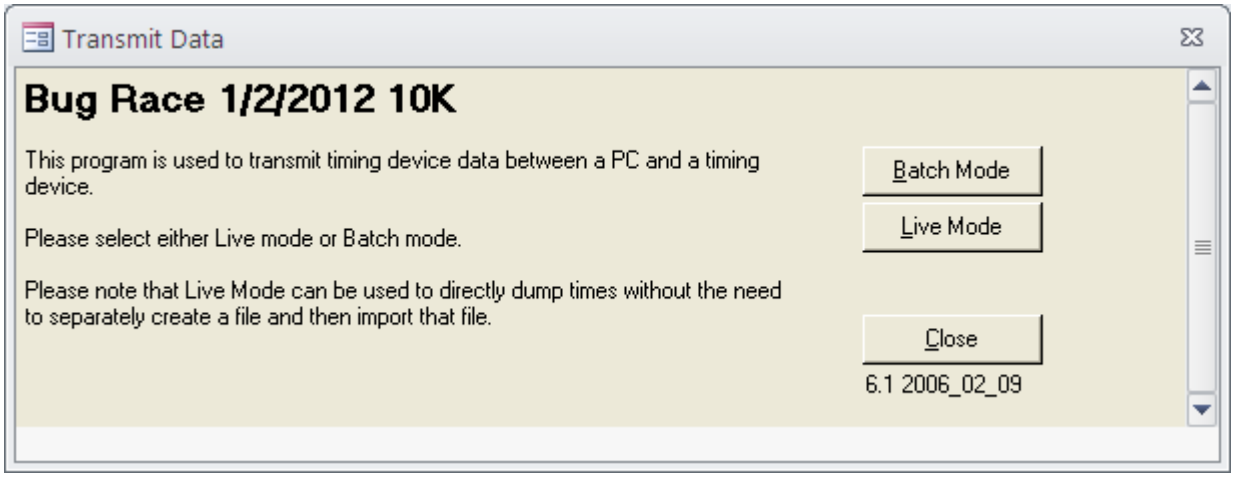
The Transmit Data modules pulls timing data into RaceTrak, but this data must be reconciled and results calculated to provide final results.

Most computers no longer include a serial port (RS232), so you may need to purchase a RS232 connector at electronics shops such as RadioShack.

How to Get Here

Select TRANSMIT from the Race Results List Screen.

Full navigation: Main Menu > RESULTS PROCESSING > (select a race) TRANSMIT


Transmit Data
Bug Race 1/2/2012 10K
This program is used to transmit timing device data between a PC and a timing device.
Please select either Live mode or Batch mode.
Please note that Live Mode can be used to directly dump times without the need to separately create a file and then import that file.
Batch Mode
Live Mode
Close
6.1 2006_02_09

Step By Step

Connect the timing device to your computer's RS232 Serial Port.

Select the function desired.

If any problems are encountered, please confirm that your computer's serial port is recognized. Serial ports are found in Device Manager, usually found in Control Panel's System -Hardware 's Device Manager and/or Advanced Settings under Ports (COM & LPT). The serial port is the COM port and its number must match those in RaceTrak's settings (see Communications Settings Screen).

Command Buttons

BATCH MODE displays the Batch Mode Transfer Screen.

LIVE displays the Live Data Import Screen.

CLOSE returns the user to the Race Results List Screen.

Best Practices

Use the Live Mode - the Batch Mode is a legacy feature from earlier RaceTrak versions and creates a file that then needs to be imported. Live Mode skips these extra steps.

When using the Time Machine timing devices, be sure to set up in cross-country (XC) mode, and clear all memory since the last race.

When using Time Machines, use the [ENTER] to collect all times (and do not use the plunger). If times need to be *retrieved* from a specific event (you are time multiple events in one day and need to pull data for the second event), set the transmission from the timing devices to only send only the event you are expecting.

In live mode, carefully coordinate the changing of events with finish line personnel and be sure that RaceTrak has stopped the Time Transmit.

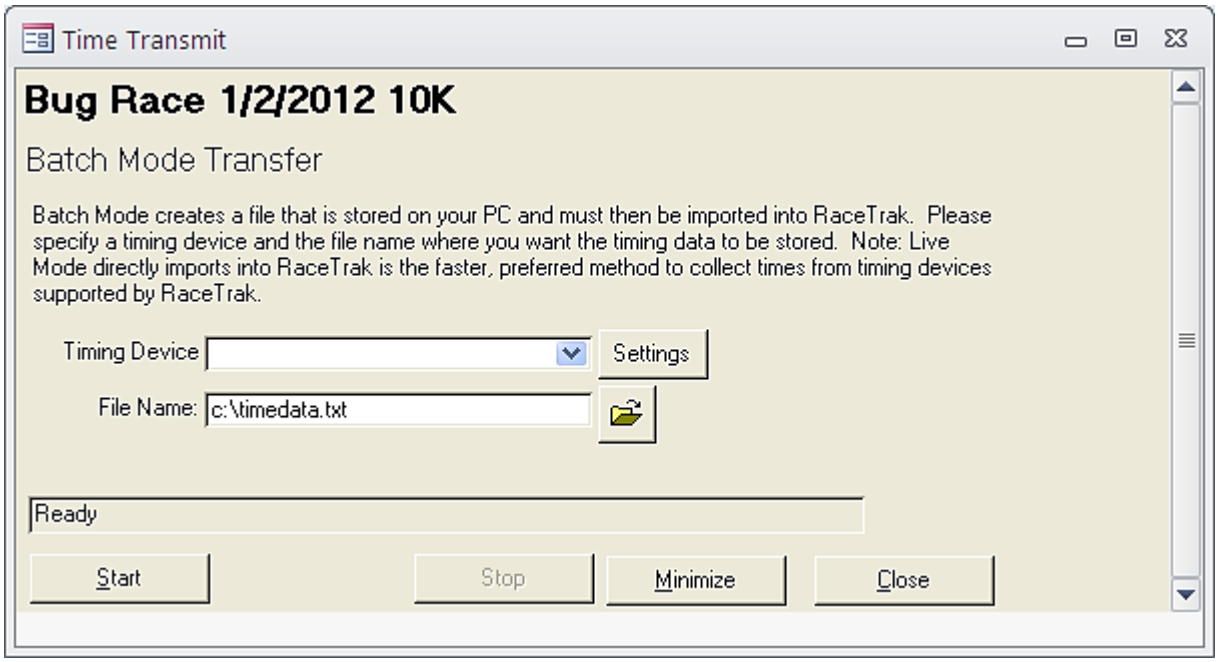
Time Transmit (Batch Mode) Screen

Batch mode *transfers data* from the timing device to the PC, creating the file as specified. Import must be performed later to convert/import the data file into RaceTrak format. The Live Mode in the next section is the preferred method of pulling times into RaceTrak (and Live Mode can be performed after all times have been collected on a given device).

How to Get Here

Select BATCH MODE from the Transmit Data Screen.

Full navigation: Main Menu > RESULTS PROCESSING > (select a race) TRANSMIT > BATCH MODE


Time Transmit
Bug Race 1/2/2012 10K
Batch Mode Transfer
Batch Mode creates a file that is stored on your PC and must then be imported into RaceTrak. Please specify a timing device and the file name where you want the timing data to be stored. Note: Live Mode directly imports into RaceTrak is the faster, preferred method to collect times from timing devices supported by RaceTrak.
Timing Device
Settings
File Name:
c:\timedata.txt
Ready
Start
Stop
Minimize
Close

Fields

Field Name	Reqd?	Description
Timing Device	Yes	The timing device you are using. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_timing_method).
File Name	Yes	The name and location of the file you want the timing data to.
Status	No	The status of the transmission. Will list times as they are being imported.

Step By Step

Be sure that a timing device is connected to the PC.

Type a file name and path for the file that RaceTrak will create. Note the file name for later use in import.

Select START.

Transmit data from the timing device.

As times are received from the timing device, they are displayed on the bottom of the screen.

When all data is transmitted, end the program by selecting CLOSE.

Command Buttons

START initiates the batch transfer and creates a text file that must be converted to RaceTrak format with the Import function.

CLOSE ends the batch transfer process.

Time Transmit (Live Mode) Screen

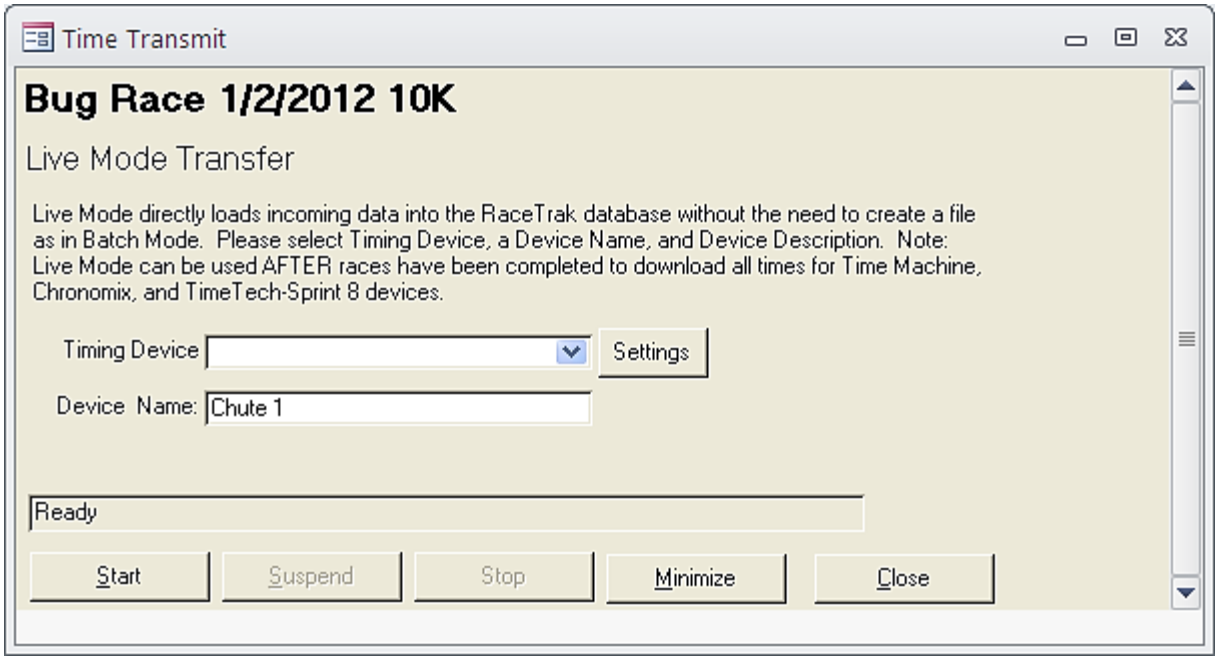
Live mode *transfers and converts/imports data* into RaceTrak format.

IMPORTANT! The live mode of transmission can only be performed from a single PC. Do not attempt to run the live mode from several PCs at the same time. However, several timing devices be multiplexed together and connected to a single computer, thereby providing a single input to the PC from the several timing devices. As long as each timing device is separately identified as a unique chute, RaceTrak will properly format the incoming data.

How to Get Here

Select LIVE MODE from the Transmit Data Screen.

Full navigation: Main Menu > RESULTS PROCESSING > (select a race) TRANSMIT > LIVE MODE


Time Transmit
Bug Race 1/2/2012 10K
Live Mode Transfer
Live Mode directly loads incoming data into the RaceTrak database without the need to create a file as in Batch Mode. Please select Timing Device, a Device Name, and Device Description. Note: Live Mode can be used AFTER races have been completed to download all times for Time Machine, Chronomix, and TimeTech-Sprint 8 devices.
Timing Device
Settings
Device Name:
Chute 1
Ready
Start
Suspend
Stop
Minimize
Close

Fields

Field Name **Reqd?** **Description**

Timing Device	Yes	The timing device you are using. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_timing_method).
Device Name	Yes	The name used to describe the batch of times being imported. The device name is used in the reconciliation process to find this batch of times.
Status	No	The status of the transmission. Will list times as they are being imported.

Step By Step

Be sure that a timing device is connected to the PC.

Type a file name and path for the file that RaceTrak will create.

Select START.

Transmit data from the timing device.

As times are received from the timing device, they are displayed on the bottom of the screen.

While live mode is actively transmitting and converting data, the Reconciliation process cannot be accessed. However, at any time the live mode can be suspended by selecting SUSPEND. When suspended, RaceTrak sends a "halt transmit" to the timing device, at which time reconciliation can commence. After performing reconciliation, the live mode can be restarted to pick up times from the point of the last transmit.

When restarting a suspended live mode session, the following screen is displayed. If you wish to append the incoming times to the current chute, select OK. If you wish to start a new chute, select CANCEL and the Live Data Import Screen is displayed for input of new device header information.

IMPORTANT! If live mode will be continued later, be sure only to suspend (and not Stop or Quit) the live mode process. To perform other processes while live mode is running or suspended, minimize the Live Data Import Screen. Later, when live mode is to be restarted, be sure to maximize the form; RaceTrak allows only one transmit session to open at a time.

Command Buttons

START initiates the live transfer and converts the incoming data into RaceTrak format. Unlike batch mode transfer, the live mode transfer does not need to use the Import function.

SUSPEND suspends the live transfer process which can later be re-initiated by selecting START.

STOP ends the live transfer process.

MINIMIZE minimizes screen.

SETTINGS displays (in editable format) the communications settings for devices supported by RaceTrak (see next section).

CLOSE ends the transfer process and returns the Timing Device Data Transfer Screen.

Communications Settings Screen

The Communications Settings Screen provides the capability to set up RaceTrak to interface with external timing devices. Settings are saved for future use.

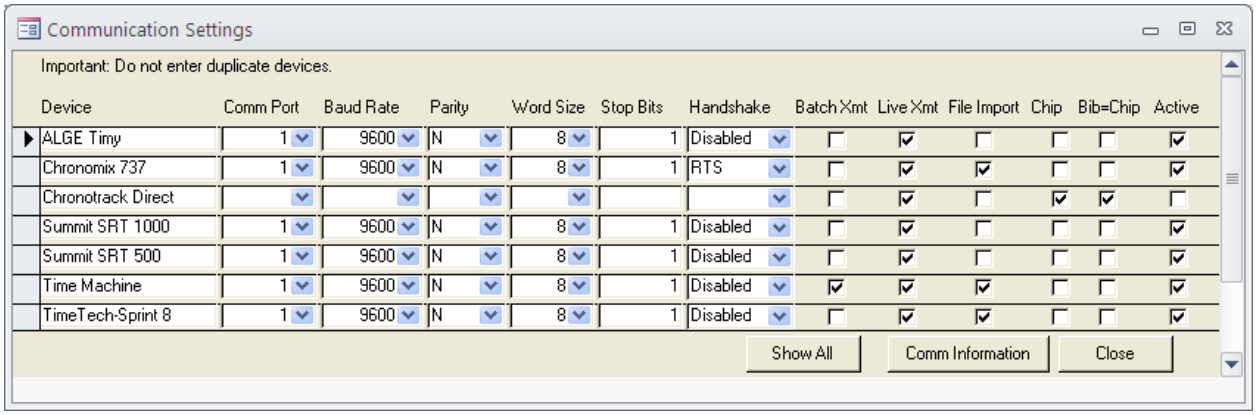
The Communications Settings is accessed from the Timing Device Data Transfer Screen when SETTINGS is selected.

How to Get Here

Select SETTINGS from the Time Transmit Batch or Live Mode Screens.

Full navigation: Main Menu > RESULTS PROCESSING > (select a race) TRANSMIT > BATCH MODE > SETTINGS

Full navigation: Main Menu > RESULTS PROCESSING > (select a race) TRANSMIT > LIVE MODE > SETTINGS



Fields

Field Name	Reqd ?	Description
Device	Yes	The device being set.
Comm Port	Yes	The PC's Comm Port. Factory setting is defaulted to 1.
Baud Rate	Yes	The communications baud rate. Factory setting is defaulted to 9600.
Parity	Yes	The communications parity. Factory setting is defaulted to N.
Word Size	Yes	The communications word size. Factory setting is defaulted to 8.
Stop Bits	Yes	The communications stop bits. Factory setting is defaulted to 1.
Handshake	Yes	The communications handshake status. Factory setting is defaulted to Disabled.
Batch Xmit	No	Indicates whether RaceTrak supports batch Transmit for this device. Do not change this setting without consulting RaceTrak technical support.
Live Xmit	No	Indicates whether RaceTrak supports batch Transmit for this device. Do not change this setting without consulting RaceTrak technical support.
File Import	No	Indicates whether RaceTrak supports file import for this device. Do not change this setting without consulting RaceTrak technical support.

Chip	No	Indicates whether the device is a Chip Device. Do not change this setting without consulting RaceTrak technical support.
Bib=Chip	No	For Chip Devices, indicates if the bib number is the same as the chip number. Do not change this setting without consulting RaceTrak technical support.
Active	No	Indicates if the device is currently available for use. Do not change this setting without consulting RaceTrak technical support.

Step By Step

Update the communications settings as required. To revert to RaceTrak factory settings, select FACTORY SETTINGS.

Command Buttons

SAVE saves the current communications settings.

SHOW ALL displays communications for all devices.

CLOSE closes the current screen and returns to the previous screen.

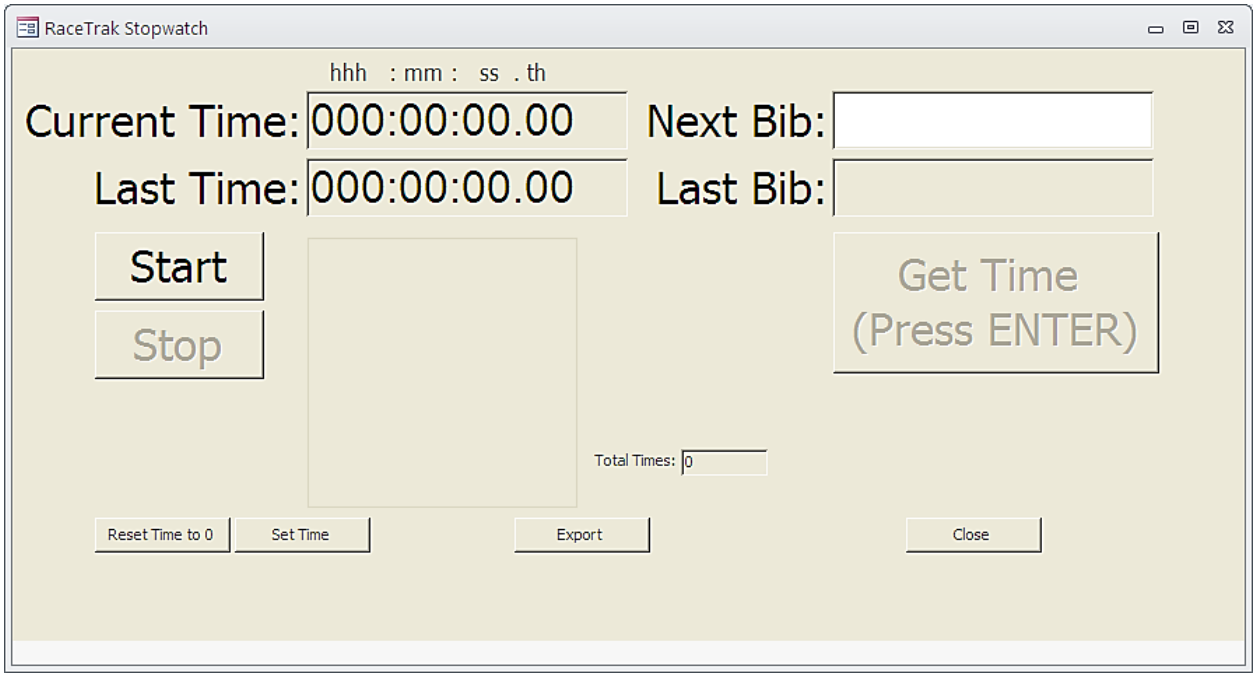
RaceTrak Stopwatch Screen

The RaceTrak Stopwatch *(new in RT6)* provides an easy-to-use and intuitive feature to allow your PC to act as a timing device. These times can be saved to file and then imported into RaceTrak, with the intention of using a dedicated PC to collect times while another performs standard RaceTrak processing.

How to Get Here

Select STOPWATCH from the Race Results List Screen.

Full navigation: Main Menu > RESULTS PROCESSING > STOPWATCH



Step By Step

Select START when the race starts; if the race was started at another location, use SET TIME to set the RaceTrak Stopwatch to the current race time. Select RESET TIME TO 0 to set times back to 00:00:00.00.

As runner finish, select GET TIME and a time will be saved. If possible, obtain the runner's bib and type it into the Next Bib box and then press GET TIME to save the time.

Select EXPORT to save the times to a file for subsequent import into RaceTrak.

Select STOP to stop the timer.

Command Buttons

START starts the RaceTrak Stopwatch.

SET TIME sets the RaceTrak Stopwatch to a user-determined time.

RESET TIME TO 0 resets times back to 00:00:00.00.

GET TIME captures a time (and Bib, if Bib recorded).

EXPORT saves the times to a file for subsequent import into RaceTrak.

STOP stops the timer.

CLOSE returns the user to the Race Results List Screen.

Timing Device List Screen

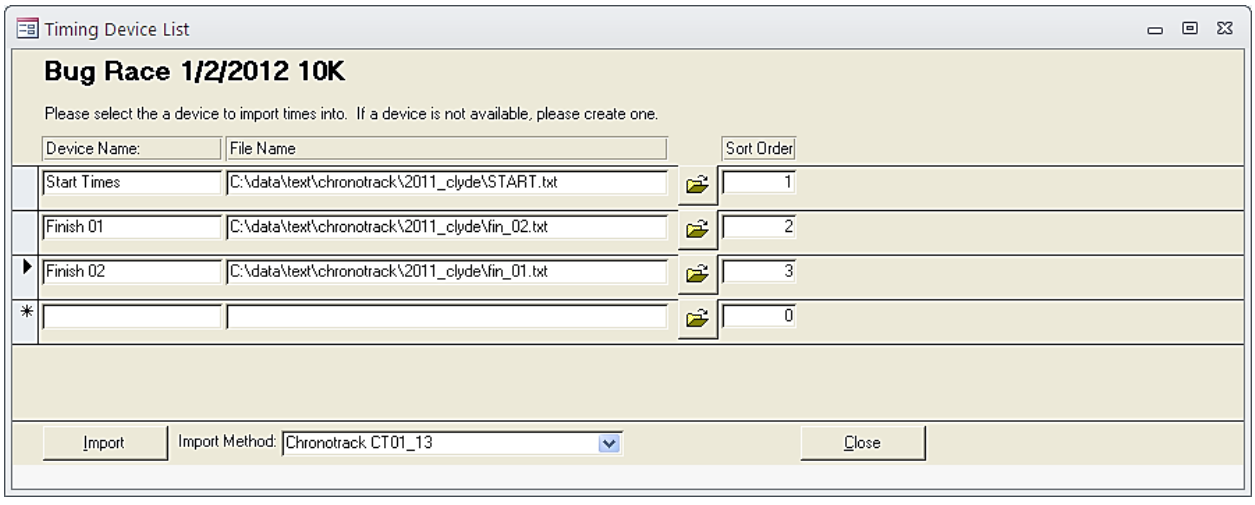
The Timing Device List Screen is used to import timing files such as those created by chip systems, the RaceTrak Stopwatch, or other timing device files.

The Timing Device List Screen provides input boxes to provide a device name and specify the location of the file to be imported. Use the folder icon to find and select the file you want to import.

How to Get Here

Select IMPORT FILE from the Race Results List Screen.

Full navigation: Main Menu > RESULTS PROCESSING > (select a race) IMPORT FILE



Step By Step

Type a Device Name (unique to the current race). Because many imports may be performed, it is recommended that you follow a naming convention for your finish times by using the Finish or Fin followed by 01, 02, 03, etc.

Type or use the folder icon to select the file you want to import.

Select an Import Method. Note: the Import Method will default to your Timing Method if specified in Manage Races.

Select IMPORT to import the times into RaceTrak.

Please note that while the data has been imported, you must still perform the reconciliation process to finish scoring the race.

IMPORTANT: The import program expects .txt files, so be sure that your files use this extension.

Hint: Use the sort order to sort data on this screen in the order desired.

If the file found is not found, a message box will be displayed; please re-specify the exact file name and its complete path.

RaceTrak expects data to be in predefined standard formats for most timing devices and a check is performed to ensure that data is properly formatted. If the file is not in the correct format, a message box will be displayed. Make sure you have specified the correct Import Method.

Note: If the race is designated a chip race, the following message box will appear before loading the times. For the most part, chip races are conducted with the mats considered a single chute; however, some races may separate runners by mat whereby 10K runners go to the left and Marathon runners finish on the left. Under these circumstances, the mats would be separated as different chutes.

Singe Mat or Separate Mats
Should times be loaded into a single chute or separated by mat into separate chutes? Select Yes to leave as single chute (most common) or No to separate by mats.
Yes
No

Command Buttons

IMPORT imports and converts the file specified into RaceTrak format. Message boxes indicate the status of the import and conversion.

CLOSE returns the user to the Race List (for Results Processing) Screen.

Scan Bibs Screen

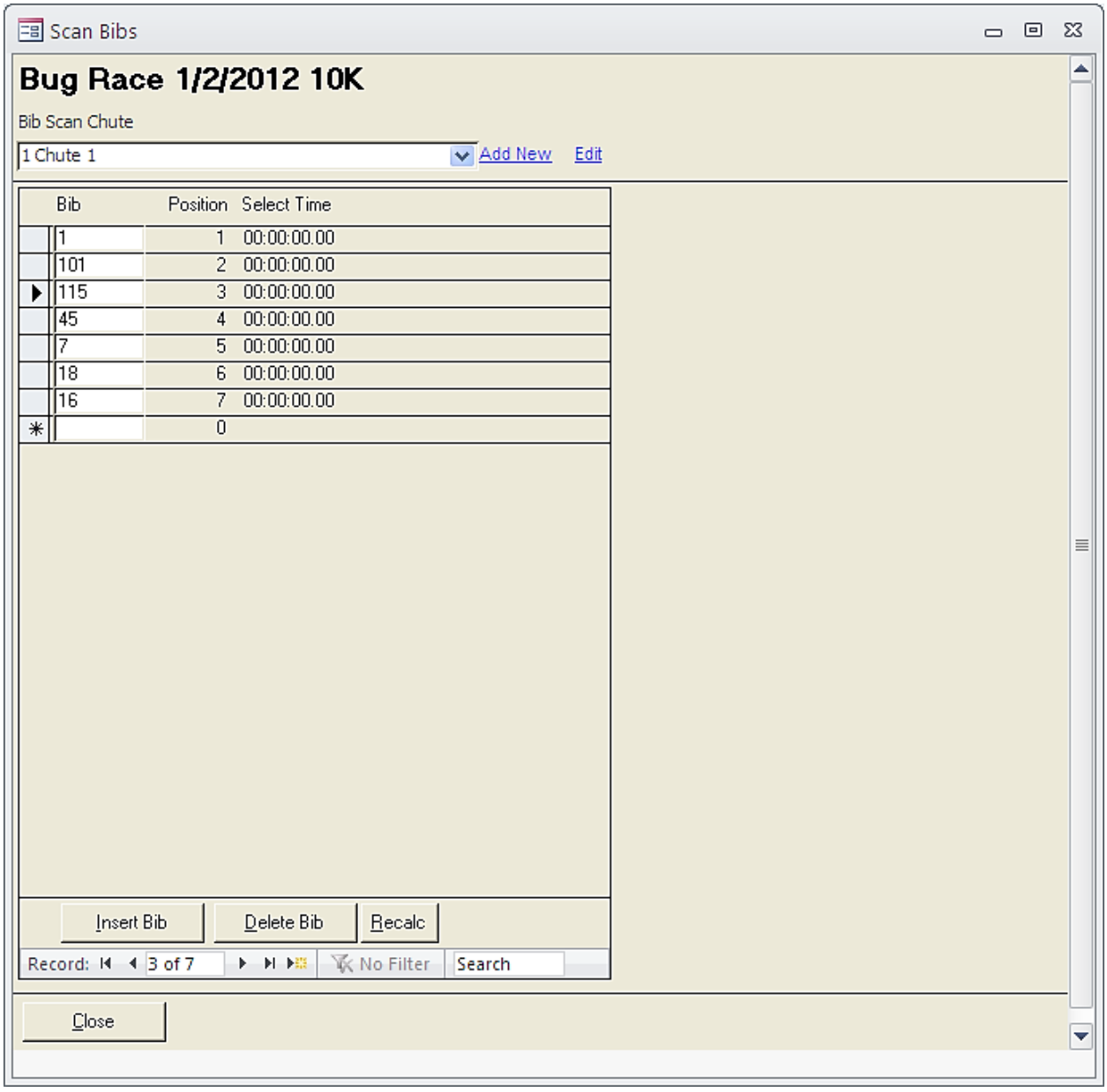
For non-chip races, the Scan Bibs Screen is used to enter the bib numbers for a user-specified chute in the order they were received. Please determine how times and bibs will be delivered so that the correct setup of bib scanning records is provided. See instructions in the Finish Line Management section.

Scan Bibs is best accomplished by utilizing a bar code scanning device in conjunction with bib bar codes. Note: RaceTrak will generate industry standard (3 of 9, Code 39) bar codes on either laser (recommended) or inkjet printers (not recommended as the inks bleed).

How to Get Here

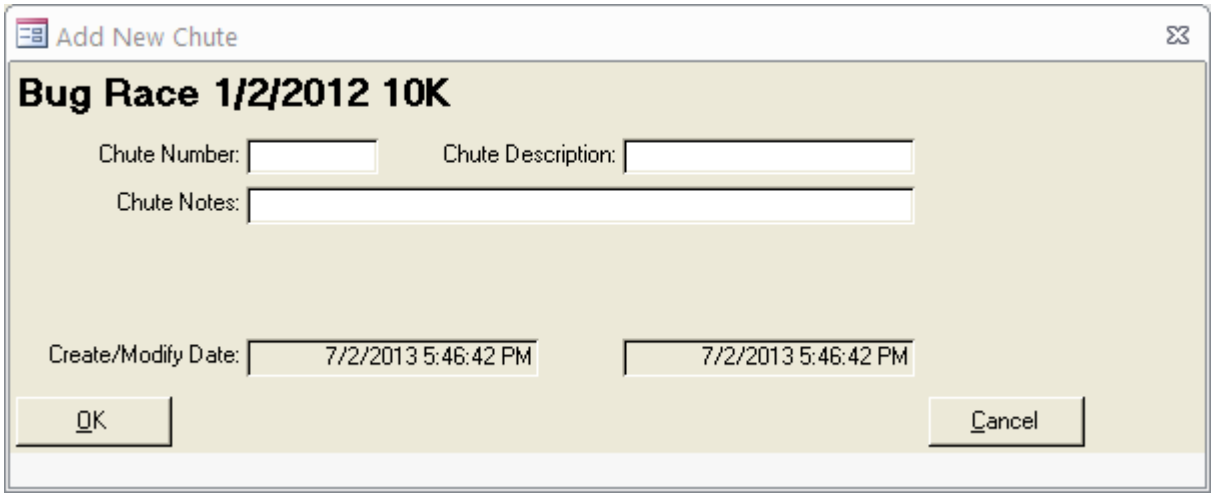
Select SCAN BIBS from the Race Results List Screen.

Full navigation: Main Menu > RESULTS PROCESSING > (select a race) SCAN BIBS



Step By Step

Select an existing chute from the drop-down or select ADD NEW to create a new chute.



After a chute is selected from the drop-down, if bibs already exist for this chute, they will be displayed. Otherwise, an empty box is displayed.

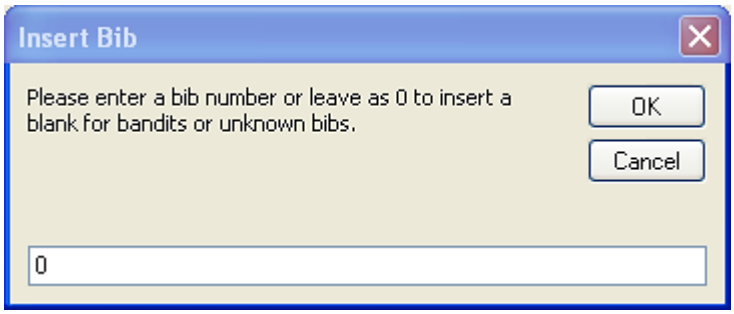
Position the cursor in the first empty box on the left side of the screen. When no previous bibs have been entered, this will be the first and only box available. When previous bibs have been entered, scroll down to the first empty record.

Type or scan (with bar code wand) bib numbers in the bib number box. As each bib number is entered, its position order is recorded. To assist in later reconciliation, it is recommended that every tenth or twentieth bib be marked with a note indicating its position. Please note:

- While bar code scanning is a fast and reliable method of data entry, sometimes bibs stick together, leading to missed scans. Therefore, be sure that bibs are individually separated and scanned.
- Except for blanks, the bib scan process will not allow a duplicate bib number to be entered for the current chute. Use blanks for bandit tags.

If a bib is missed or incorrectly scanned at the current location, simply retype or rescan it.

If a bib number must be inserted between existing bib numbers, select the on-screen INSERT BIB button which will allow the insertion of a new bib number *one row above* the currently selected bib. The following window is available for entering the bib number. Type the bib number and press [ENTER].



To delete an incorrectly entered bib number, position the cursor on the bib number to be deleted and press the on-screen DELETE BIB. *If the keyboard [DELETE] key is used, the bib number will be deleted but the position number will not be updated. Select Recalc to refresh this data.*

Command Buttons

INSERT BIB allows the insertion of a bib number into the current location and renumbers the positions of all subsequent bibs in the list. Insert cannot be used nor is required on the last (empty) record in the list. Insert will refresh the list and return the user to the point of the insert.

DELETE BIB allows the deletion of the current bib number and renumbers the positions of all subsequent bibs in the list. Delete will refresh the list and return the user to the start of the list.

RECALC recalculates the bib positions in rare occurrence that this step is omitted (not shown).

CLOSE returns the user to the Race List (for Results Processing) Screen.

Best Practices

Coordinate with finish line personnel so that bibs are collected face-down and placed onto sequentially numbered spindles.

Coordinate with finish line personnel to ensure that bandit tags are available so that you can enter a dummy bandit number.

Pre-number 'post-it" flags (20, 40, 60, 80, etc) and affix to the associated bib scan position.

Write the starting and ending bib scan position on the first and last bib in each spindle.

Have a second person count and confirm that the post-it flag numbers (and ending position) match the manual count.

Results Reconciliation Screen

The Results Reconciliation Screen is used to verify, correct, and load the device times and bib numbers.

Note that two modes of display are available for reconciliation: standard (non-chip races) and chip.

Times can also be directly loaded from the Device Data portion of the screen without the need for scanned bibs. This RaceTrak feature accommodates situations where times and bibs have been captured for runners at the same time from a given Timing device. This mode is available when the Load Device Time checkbox in the Preference Tab (under Manage Races) is checked (this mode cannot for chip races). For example, you have collected select times for 90% of your 200 finisher race and you have (or you can determine) the bibs for the remaining 10%. Under this mode, you can enter the bibs for the times currently not having bibs and then directly load these times and bibs. Please note that exact matches to bibs are needed and you may need to either add or trim lead zeros depending on how your bibs are setup.

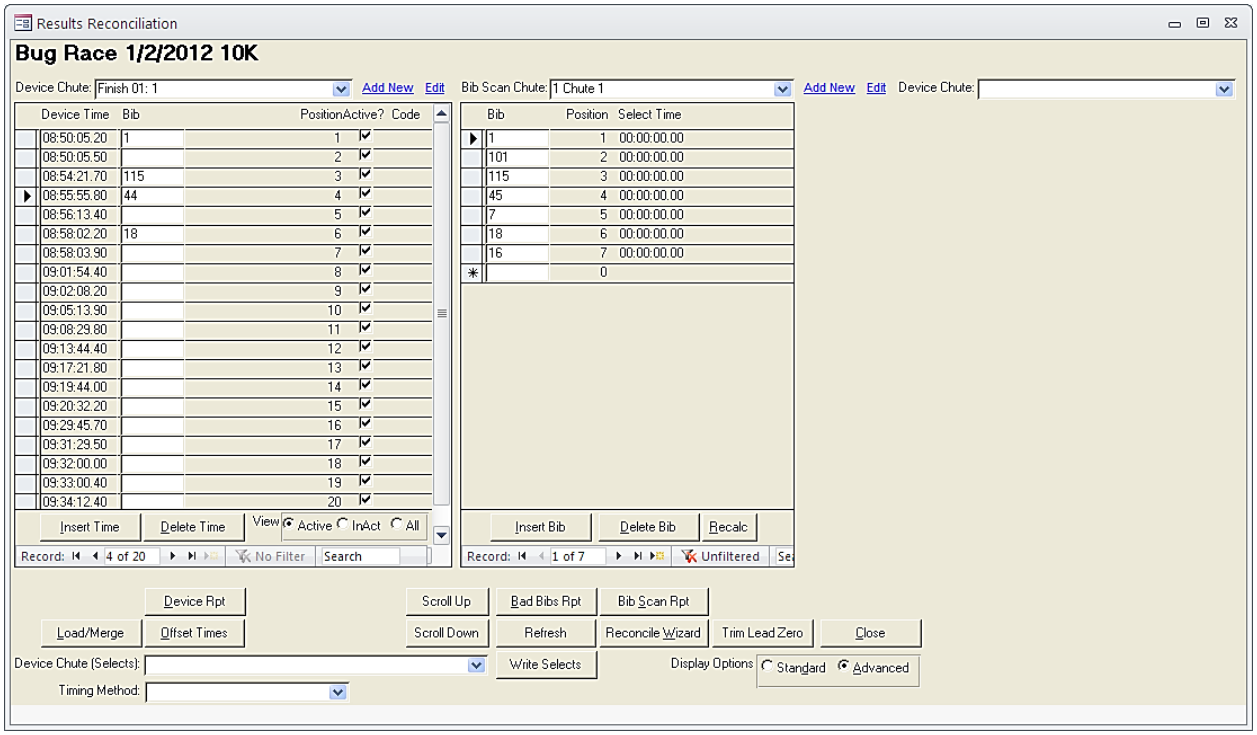
How to Get Here

Select RECONCILE from the Race Results List Screen.

Full navigation: Main Menu > RESULTS PROCESSING > (select a race) RECONCILE

Step By Step (Non-Chip Mode)

The standard (non-chip) mode includes Standard and Advanced Display options.



Open the Device Chute box to display a list of available device chutes. Select the desired chute from the list. All the times for that chute are displayed.

Open the corresponding Bib Scan Chute box to display a list of available bib chutes. Select the desired chute from the list. All the bibs for that chute are displayed. Please note:

- Under ideal circumstances, the total number of Device Data times will match the total number of Bibs. When numbers do not match, select times (e.g., bibs associated with times) provide a quick and accurate method of correcting.
- Depending on the Timing Device used, select times can be collected in a variety of ways. For example, some Timing Devices include all times in a single chute, with the select times denoted by a bib. In most cases, only one time is recorded for each runner, with or without bib. Other Timing Devices separate the select times from the non-selects. For example, the Time Machine non-select times are collected with a plunger while select times are collected when the timer presses the ENTER key on the Time Machine. By default, Time Machine select times are placed into Chute 11. Some Time Machine timers exclusively use the ENTER key and do not even plug in the plunger, collecting all times into a single stream of data. This works very well, but Time Machine data must be fully cleared before the race so that past times are not accidentally loaded.
- If the timing device provides separate select times, these times can be viewed by selecting ADVANCED display options and selecting the chute containing the select times. Review this list and find select times that can be isolated to a given device time and type the bib number next to that time. Use select times to determine where the results got out of alignment.
- Use the SCROLL UP and SCROLL DOWN buttons to simultaneously scroll through the screens.
- To correct a problem, determine what correction is required (insert or delete a time or bib). Results reconciliation provides on-screen features to insert/delete either times or bibs quickly.

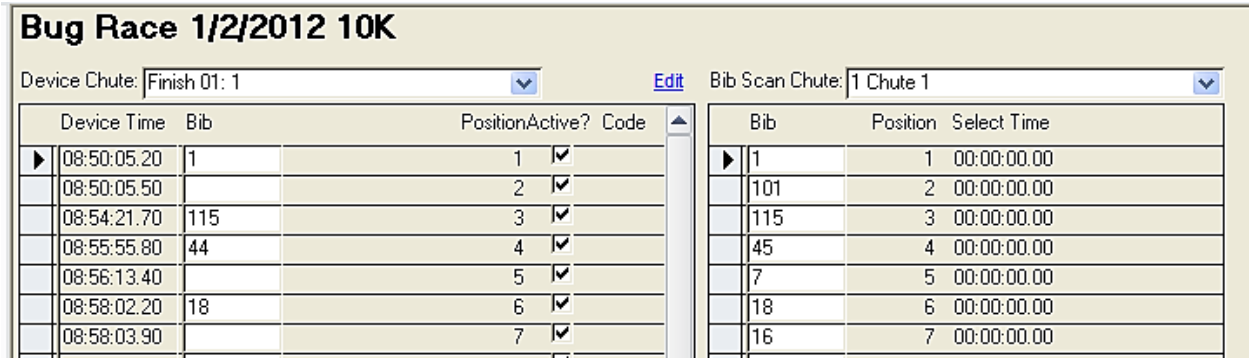
If a time must be inserted between existing times, select the Device Chute's INSERT button which will allow the insert of a new time in one of two modes: by manually entering one or many times or by using the time interpolation function to let the computer insert multiple times.

If a bib is missed or incorrectly scanned at the current location, simply retype or rescan it. Use INSERT BIB to insert a new bib one row above the currently selected bib.

To delete an incorrectly entered bib number, position the cursor on the bib number to be deleted and press the on-screen DELETE BIB. *If the keyboard [DELETE] key is used, the bib number will be deleted but the position number will not be updated. Select Recalc to refresh this data*.

LOAD/MERGE: After reconciling times, load the times. A prompt screen allows you to specify exactly how and where to load times.

When results are loaded, RaceTrak which will take the contents of the two left screens and load them into official results. The times and bibs are matched by row, whereby the Device Chute time in row 1 will be assigned to the Bib Scan Chute bib in row 1. Note in the figure below that time in row four will be assigned to bib 45, not bib 44.



Please note that the times are loaded by finding a matching registered bib number. If an unregistered bib is encountered, a message box is presented and the problem can be skipped (which will continue with load/merge) or corrected (which cancels the load/merge).

When problems are encountered, remember that only four possibilities exist:

- You have an extra device time (the timer accidently punched a time twice).
- You have a missing device time (the timer missed a punch).
- You have an extra bib (rarely happens if scanning bibs with bar code).
- You have a missing a bib (can happen often due to bibs sticking together).

Once you've determined what happened, apply one of these recommended corrective actions:

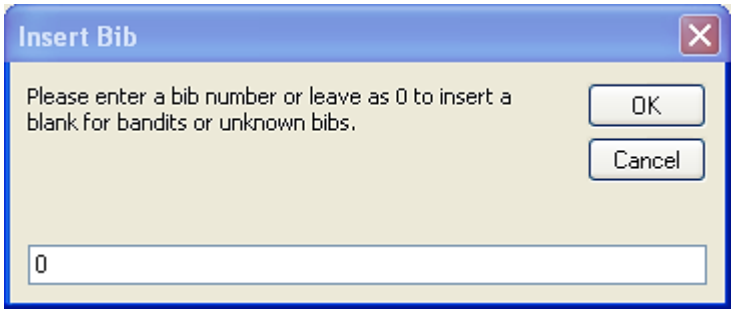
- If you have an extra device time, create a dummy bib to go with this time.
- If you have a missing device time, insert a new time.
- If you have an extra bib, insert a new time to go with this bib.
- If you have a missing a bib, determine the missing bib and insert it into the correct location.

Command Buttons (Non Chip Mode - Advanced Display Options)

INSERT TIME pens the Time Entry screen that allows the entry of times via either Manual Time Entry or Interpolation entry. Please refer to Time Entry screen sections of the user manual.

DELETE TIME removes current time and re-positions subsequent times in the list in time order. Note: Delete deactivates the time, which can later be re-activated if necessary.

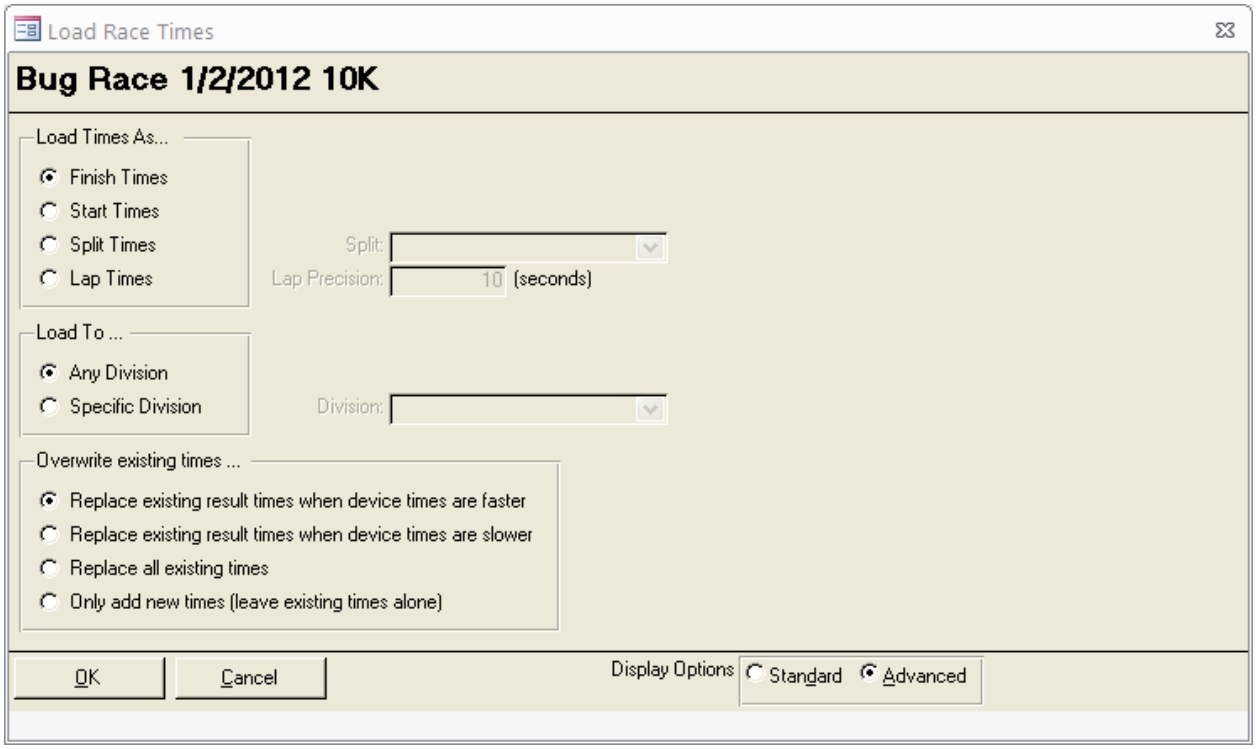
INSERT BIB opens the Insert Bib Screen. Allows the insertion of a bib number above the current location and renumbers the positions of all subsequent bibs in the list. Insert cannot be used nor is it required on the last (empty) record in the list. Insert will refresh the list and return the user to the start of the list.



DELETE BIB deletes the current bib number and renumbers the positions of all subsequent bibs in the list. *If the keyboard [DELETE] key is used, the bib number will be deleted but the position number will not be updated. Select Recalc to refresh this data*.

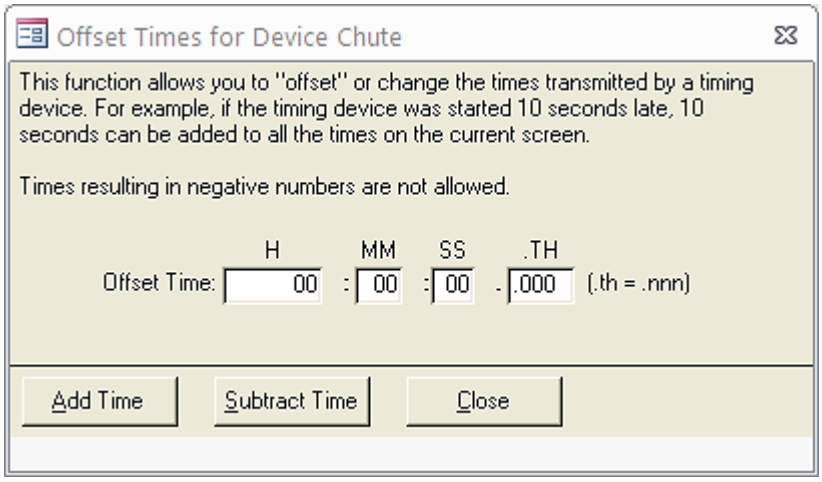
RECALC recalculates the bib positions in rare occurrence that this step is omitted.

LOAD/MERGE loads the times to registered runners' results. A prompt screen allows you to specify exactly how and where to load times. ***Important:*** results are not official until Calculate Results has been performed. Note: Under RaceTrak, the operator may skip unregistered bibs. To load split times, a Race Split must be specified. Race Splits are created and managed in the Race Management module.



DEVICE RPT displays all the times for the selected Device Chute in spreadsheet format. Use Control + P to print these times or copy the entire contents to a spreadsheet.

OFFSET TIMES adds or subtracts user-specified time for the times in the current chute.


Offset Times for Device Chute
This function allows you to "offset" or change the times transmitted by a timing device. For example, if the timing device was started 10 seconds late, 10 seconds can be added to all the times on the current screen.
Times resulting in negative numbers are not allowed.
H
MM
SS
.TH
Offset Time:
00
00
00
.000
(.th = .nnn)
Add Time
Subtract Time
Close

BAD BIBS RPT displays all bibs for the chute displayed on the screen that have not been registered. Display is in spreadsheet format. Use Control + P to print these times or copy the entire contents to a spreadsheet.

BIB SCAN RPT displays all the bibs for the chute displayed on the screen. Display is in spreadsheet format. Use Control + P to print these times or copy the entire contents to a spreadsheet.

REFRESH if either the Device Chute or Bib Scan Chute data fails to re-sort, use this button to reset their order

RECONCILE WIZARD for races using bib scans and times collected separately and the timing device data includes select times, will insert times and bibs to make lists match. While generally reliable, this tool may not handle very complex situations.

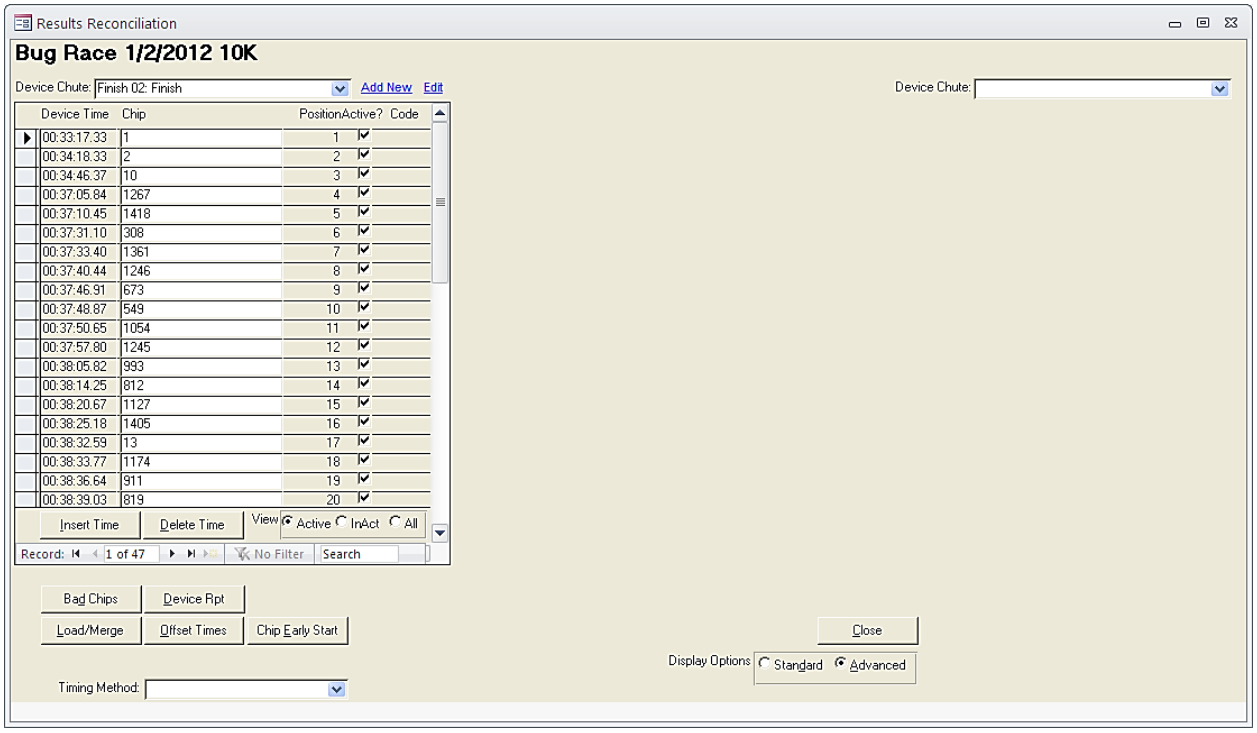
TRIM LEAD ZERO removes lead zeros from bib numbers and useful in situations where user needs exact match on bib number (e.g., Reconcile Wizard or when user is using Load Device Times feature).

WRITE SELECTS aids in reviewing data and comparing device times to bib scans. Used when select times and actual times stored in separate device chutes. Writes the select bibs from the device chute with selects to the device chute within a user specified time when a bib does not exist. For example, you have select times in Chute 11 but no selects in Chute 1. The first time in Chute 11 is 00:17:00.01 with select bib 123. The first time in Chute 1 is 00:16:59.99 with no select. Writing the select from Chute 11 to Chute 1 will add bib 123 to the Chute 1 time of 00:16:59.99 (using the default .25 precision range).

CLOSE returns the user to the Reconciliation Screen.

Step By Step (Chip Mode)

Reconciliation for chip races (chip mode) provides Standard and Advanced Display Options.



Open the Device Chute box to display a list of available device chutes. Select the desired chute from the list. All the chips and times for that mat ("chute") are displayed.

If mats were treated as multiple chutes, separate chutes will appear in the drop-down.

For chip timed races, you generally only need to confirm that the times are correct and you may need to deactivate know times that are inaccurate. CHIP EARLY START is useful to quickly remove times before a user-specified time. Such times are deactivated, but can be reactivated. In a similar fashion, OFFSET TIMES can be used to reset the times for a given chute.

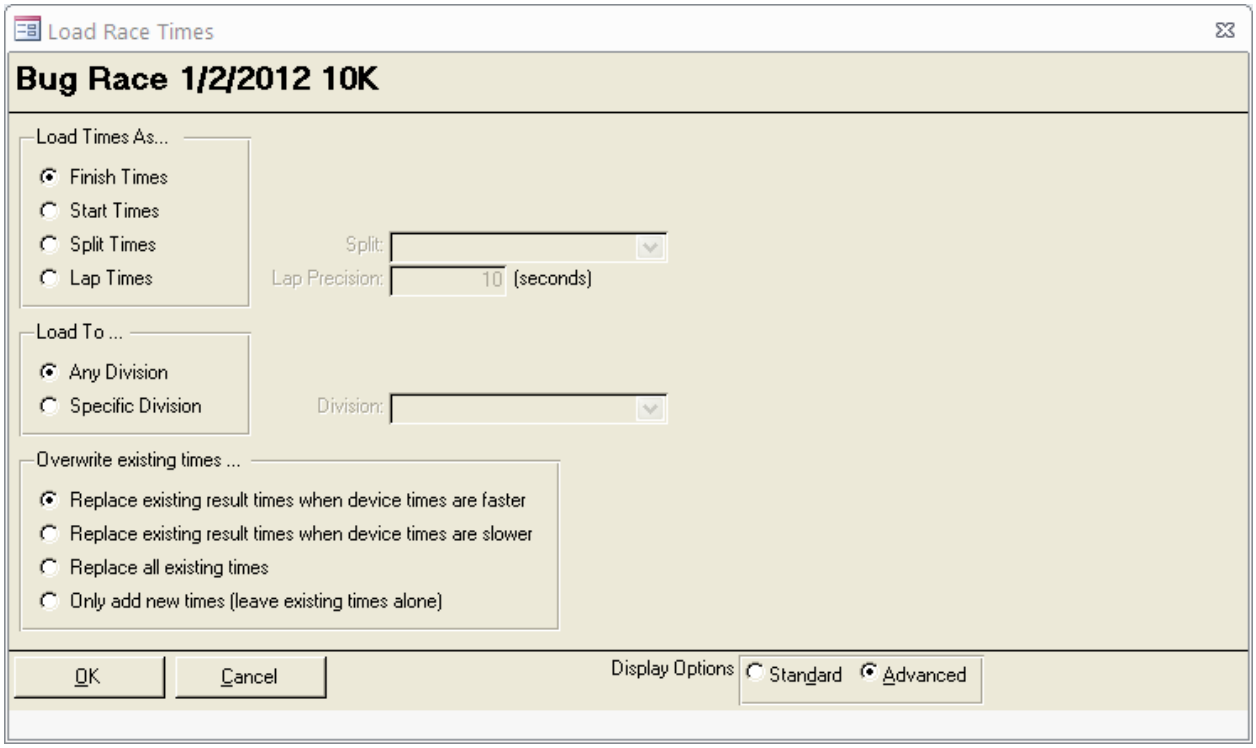
LOAD/MERGE: After reconciling times, load the times. A prompt screen (in advanced mode) allows you to specify exactly how and where to load times.

Command Buttons (Chip Mode - Advanced Display Options)

INSERT TIME pens the Time Entry screen that allows the entry of times via either Manual Time Entry or Interpolation entry. Please refer to Time Entry screen sections of the user manual.

DELETE TIME removes current time and re-positions subsequent times in the list in time order. Note: Delete deactivates the time, which can later be re-activated if necessary.

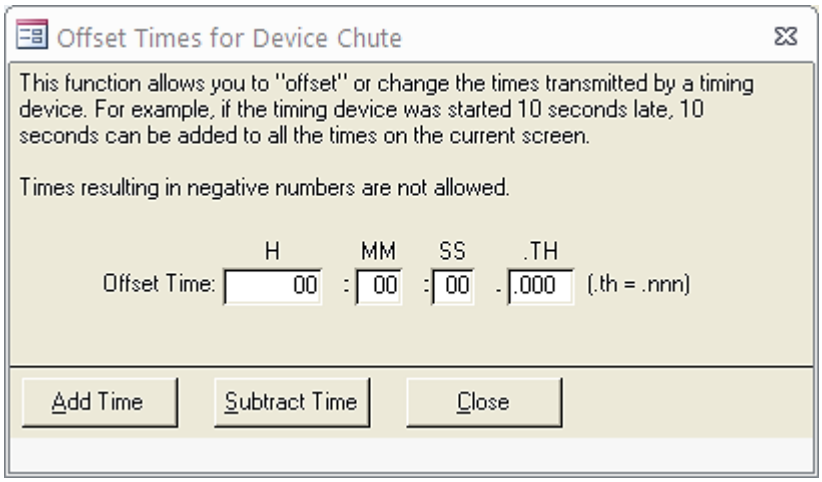
LOAD/MERGE loads the times to registered runners' results. A prompt screen (in advanced mode) allows you to specify exactly how and where to load times. ***Important:*** results are not official until Calculate Results has been performed. Note: Under RaceTrak, the operator may skip unregistered bibs. To load split times, a Race Split must be specified. Race Splits are created and managed in the Race Management module.



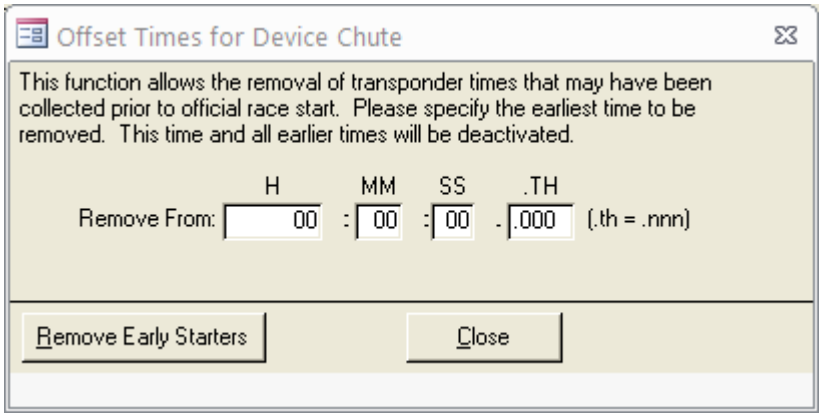
BAD CHIPS displays a report of all the chips for the mat (chute) displayed that have not been registered. Display is in spreadsheet format. Use Control + P to print these times or copy the entire contents to a spreadsheet.

DEVICE RPT displays all the times for the selected Device Chute in spreadsheet format. Use Control + P to print these times or copy the entire contents to a spreadsheet.

OFFSET TIMES adds or subtracts user-specified time for the times in the current chute.


Offset Times for Device Chute
This function allows you to "offset" or change the times transmitted by a timing device. For example, if the timing device was started 10 seconds late, 10 seconds can be added to all the times on the current screen.
Times resulting in negative numbers are not allowed.
H
MM
SS
.TH
Offset Time:
00
00
00
.000
(.th = .nnn)
Add Time
Subtract Time
Close

CHIP EARLY START quickly remove times for a specified chute that are before a user-specified time. Such times are deactivated, but can be reactivated. Often used to remove athletes whose start time was recorded before the race started.


Offset Times for Device Chute
This function allows the removal of transponder times that may have been collected prior to official race start. Please specify the earliest time to be removed. This time and all earlier times will be deactivated.
H
MM
SS
.TH
Remove From:
00
00
00
.000
(.th = .nnn)
Remove Early Starters
Close

CLOSE returns the user to the Reconciliation Screen.

Time Entry Screen (Manual Time Entry Mode)

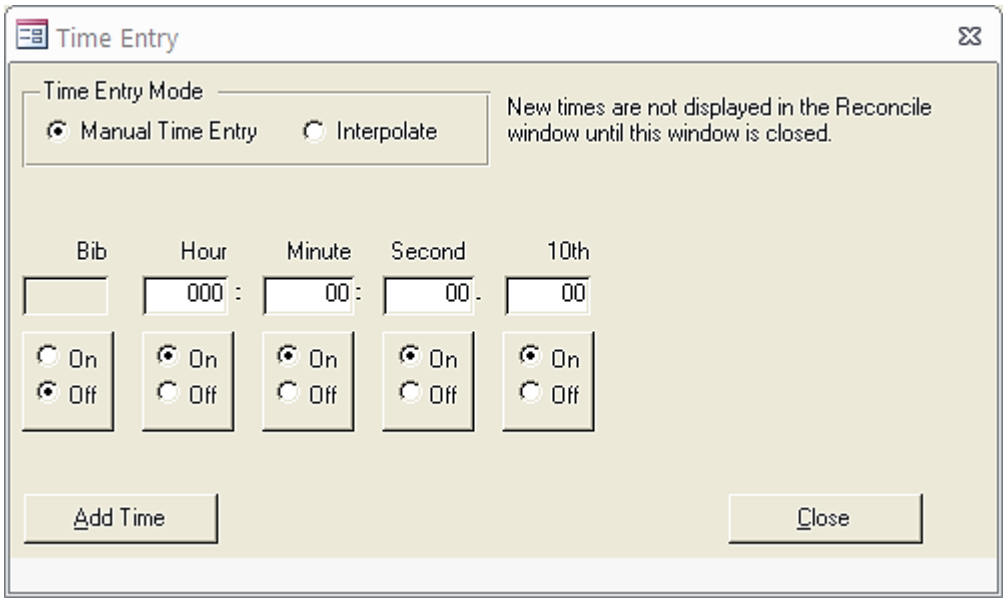
The Time Entry Screen allows the quick insertion of times in two modes: Manual Time Entry or Interpolate.

As implied, the Manual Time Entry mode allows you to enter specific times. Under the interpolate mode, RaceTrak automatically inserts the total number of times desired, evenly spreading the times between the two times. This section describes the Manual Time Entry Mode.

How to Get Here

Select INSERT from the Results Reconcile Screen.

Full navigation: Main Menu > RESULTS PROCESSING > (select a race) RECONCILE > (select a Device Chute) > INSERT



Step By Step

Manual Time Entry provides a quick way to enter times and/or bibs.

Select MANUAL DATA ENTRY for manual data entry.

Type the hour, minute, second, and 10th of seconds desired. As available and needed, type the bib for the time.

Press ADD TIME. The time is added.

Continue until all desired times are entered.

If many times need to be added, users can lock any of the settings to a given number by typing the number and then selecting OFF.

Command Buttons

ADD TIME inserts a single time for each click.

ON/OFF locks or unlocks the current value to allow the user to add new times quickly.

CLOSE returns the user to the Results Reconciliation Screen, which will re-display the new times.

Time Entry Screen (Interpolate)

The Time Entry Screen allows the quick insertion of times in two modes: Manual Time Entry or Interpolate.

Under the interpolate mode, RaceTrak automatically inserts the total number of times desired, evenly spreading the times between the two times. This section describes the Interpolate Mode.

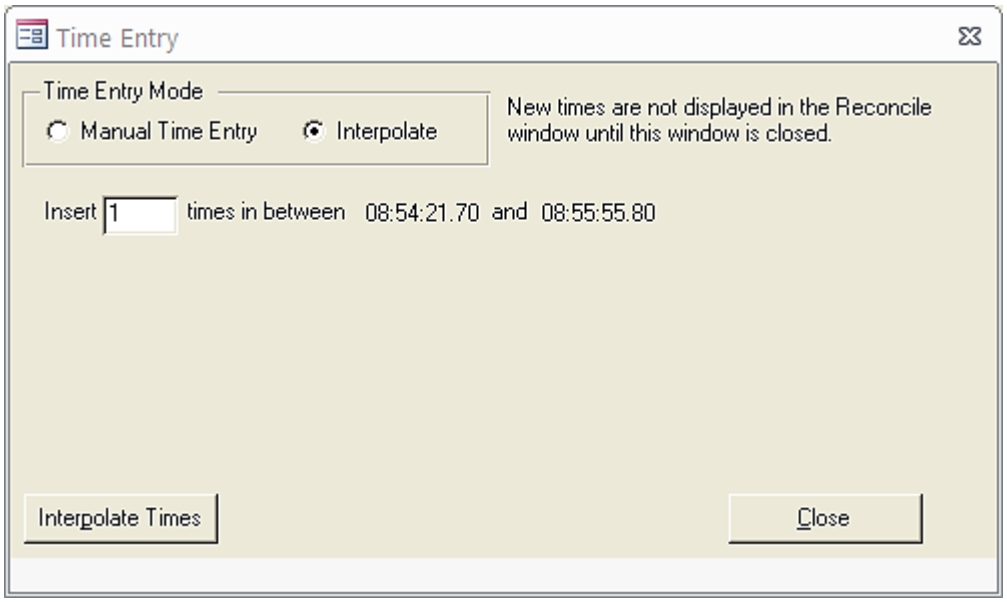
How to Get Here

Select INSERT from the Results Reconcile Screen.

Full navigation: Main Menu > RESULTS PROCESSING > (select a race) RECONCILE > (select a Device Chute) > (position your cursor on the second of the two times you wish to interpolate between) INSERT

Step By Step (Interpolate)

Interpolate time entry will insert the number of times specified between the second of the two times where your cursor was last positioned.


Time Entry
Time Entry Mode
Manual Time Entry
Interpolate
New times are not displayed in the Reconcile window until this window is closed.
Insert 1 times in between 08:54:21.70 and 08:55:55.80
Interpolate Times
Close

Select INTERPOLATE TIMES to add the interpolated times.

Command Buttons

INTERPOLATE TIMES inserts the specified number of times "evenly" between the two times displayed on the screen.

CLOSE returns the user to the Reconciliation Screen, which will re-display the new times.

Race Results Management Screen

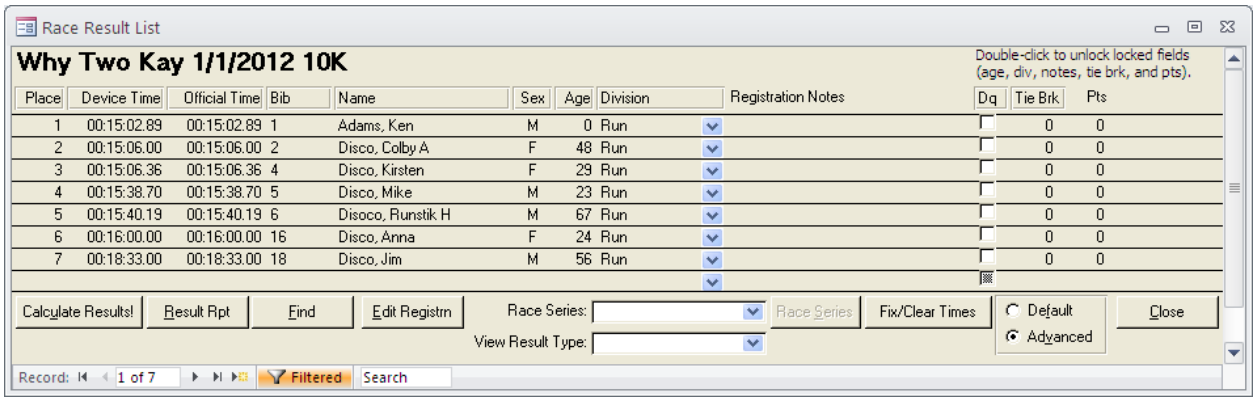
The Race Results Management Screen is used to view and calculate race results. Note: in most cases, RaceTrak users simply calculate results and bypass this screen. However, the screen provides tools to view results, disqualify a runner, clear times, re-calculate results, and other tools.

IMPORTANT! After loading times, results must be calculated. Select Calculate Results, which will assign places to runners (based on time) and determine team results. If awards have been set up, they must be assigned in the Award Assignment Screen after all results are calculated.

How to Get Here

Select RESULTS from the Race Results List Screen.

Full navigation: Main Menu > RESULTS PROCESSING > (select a race) RESULTS (and select No to view the results screen). Note the screen provides Default and Advanced Display modes.


Race Result List
Why Two Kay 1/1/2012 10K
Double-click to unlock locked fields (age, div, notes, tie brk, and pts).
Place Device Time Official Time Bib Name Sex Age Division Registration Notes Dq Tie Brk Pts
1 00:15:02.89 00:15:02.89 1 Adams, Ken M 0 Run 0 0
2 00:15:06.00 00:15:06.00 2 Disco, Colby A F 48 Run 0 0
3 00:15:06.36 00:15:06.36 4 Disco, Kirsten F 29 Run 0 0
4 00:15:38.70 00:15:38.70 5 Disco, Mike M 23 Run 0 0
5 00:15:40.19 00:15:40.19 6 Disoco, Runstik H M 67 Run 0 0
6 00:16:00.00 00:16:00.00 16 Disco, Anna F 24 Run 0 0
7 00:18:33.00 00:18:33.00 18 Disco, Jim M 56 Run 0 0
Calculate Results!
Result Rpt
Find
Edit Registrn
Race Series:
Race Series
Fix/Clear Times
Default
Advanced
Close
View Result Type:
Record: 1 of 7
Filtered
Search

Fields

Field Name	Reqd?	Description
Place	N/A	The overall finish place of the runner.
Device Time	N/A	The unaltered time from timing device in *hh:mm:ss.th* format where *hh* is hours, *mm* is minutes, *ss* is seconds, and *th* is the tenths/hundreds decimal.
Official Time	N/A	The time scored for the runner, which is generally the Device Time, but if penalty times or wave adjustments have been applied, the time will be offset by that amount.
Bib Number	N/A	Display of runner's bib number. Not user modifiable.
Name	N/A	Display of runner's name. Not user modifiable.
Sex	N/A	Display of runner's sex. Not user modifiable.
Age	N/A	Display of runner's race day age. Not user modifiable.
Division	Yes	Display of runner's division. Can be modified by double-clicking on the field..

Registration Notes	No	Display of notes recorded in the Registration Info field for this runner in this race. Can be modified by double-clicking on the field..
DQ	No	Allows the runner to be disqualified and precludes the runner from receiving a place or awards. Can be modified by double-clicking on the field.
Tie Brk	No	If runners have exact same time, you can assign tie breakers where lower is better. Can be modified by double-clicking on the field..
Pts	No	Allows the assignment of points to a runner for the race. Can be modified by double-clicking on the field..
View Result Type	No	Allows the view of results by start times, adjusted times, and/or splits available for this race. Only available in advanced mode. Split and leg values for this drop-down are maintained in Race Management Race Splits/Legs Tab.
Race Series	No	Allows selection of any series associated with this race and displays the Race Series button, which accesses the series data. Only available in advanced mode. Values for this drop-down are maintained in Race Management Race Series Tab.
Display	No	Used in conjunction with View Result Type to show All Runners in race, only finishers, finishers plus non-participants (no other times), or finishers plus non-finishers (has start time but no finish time).

Step By Step

Double click Division, Registration Notes, DQ, Tie Brk, and Pts and edit as needed.

Select EDIT REGISTRN to edit data from the Registration Screen.

Select CALCULATE RESULTS! to recalculate results.

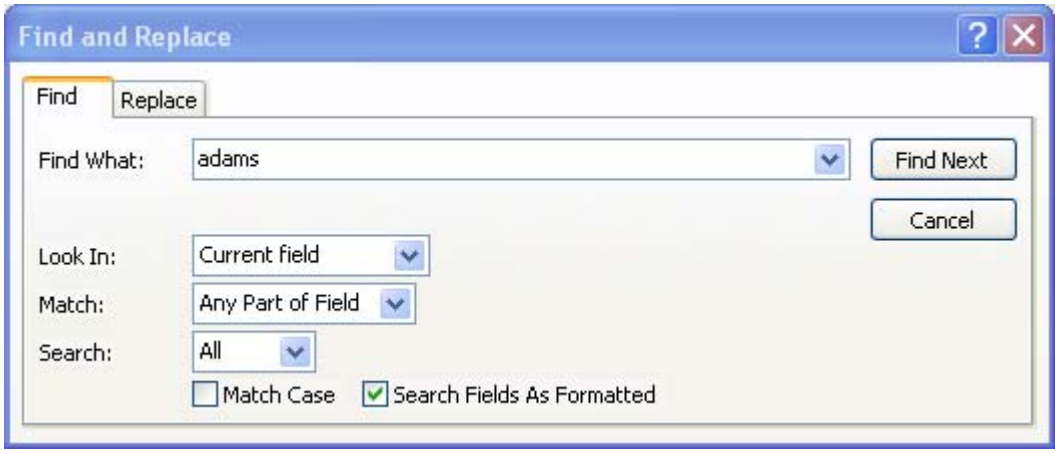
IMPORTANT! Always be sure that all results have been calculated (use Calculate Results) before posting results. The Calculate Results button will determine official places, calculate team results, and calculate adjusted times and results.

Command Buttons

CALCULATE RESULTS processes all results and determines places for all qualified runners. Qualified runners are runners who have a time and have not been disqualified. In addition, team scoring is performed. Calculations of adjusted times are performed whereby the Official subtracts (or adds, depending on wave setting) the Wave time and subtracts any individual adjustment time (e.g. a Chip Start time).

RESULT RPT opens the Race Reports Settings Screen where you can customize and subsequently print or save results to various file formats.

FIND allows you to search for data displayed on this screen. Settings can be adjusted to specify specific fields to search in and how the search is performed. Only unlocked fields can be edited. *New in RT6.*



FIX/CLEAR TIMES opens the Offset Race Times Screen, which allows the adjustment and removal of times for all runners by a selected division. ***IMPORTANT***! Be extremely careful in using this feature.

CLOSE returns the user to the Race List (for Results Processing) Screen.

Offset Race Times Screen

The Offset Race Times Screen is used to adjust race times in a variety of ways. Times for the entire race or a given division can be offset. If times for a race are totally messed up, you can delete all times in the race from here.

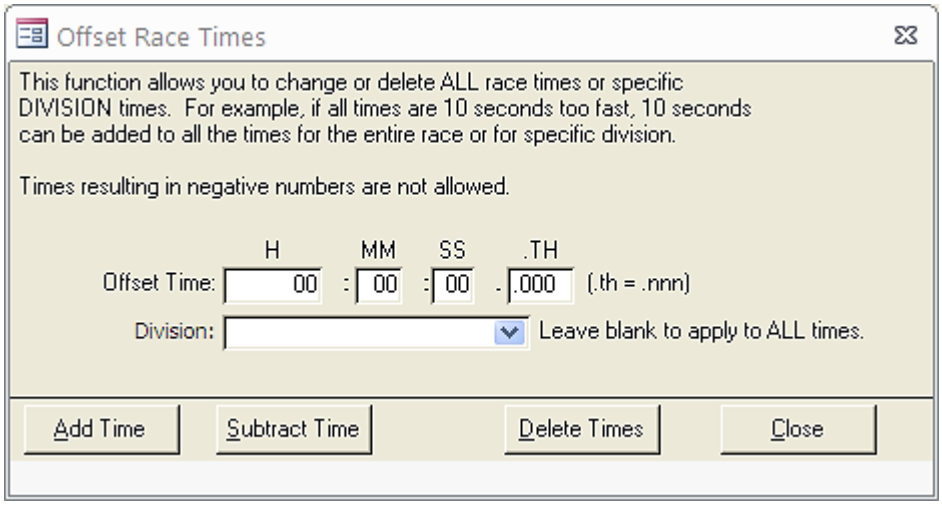
IMPORTANT! This feature should NOT be used in conjunction with the wave adjustment functions.

IMPORTANT! This feature should only be used AFTER all times have been entered and must be used very judiciously. This feature can be used to clear all times in a race if times have been totally messed up or can be used to change all times by division when times are known to be incorrect. However, note that time adjustments should only be made when all times have been collected: otherwise, if times are adjusted for one set of times, and then more times are obtained, and times are again adjusted, the first of times will have been adjusted twice, and thus provide incorrect results.

How to Get Here

Select FIX/CLEAR TIMES from the Race Result List Screen (advanced mode).

Full navigation: Main Menu > RESULTS PROCESSING > (select a race) RESULTS (and select No to view the results screen) > (select advanced options) FIX/CLEAR TIMES


Offset Race Times
This function allows you to change or delete ALL race times or specific DIVISION times. For example, if all times are 10 seconds too fast, 10 seconds can be added to all the times for the entire race or for specific division.
Times resulting in negative numbers are not allowed.
H
MM
SS
.TH
Offset Time:
00
00
00
.000
(.th = .nnn)
Division:
Leave blank to apply to ALL times.
Add Time
Subtract Time
Delete Times
Close

Step By Step

Enter the amount of time (in seconds) to be changed.

Select the division for which to adjust times.

Select the adjustment operator: add or subtract times.

Use DELETE TIMES to delete times for a specified division or all the times in the race.

Command Buttons

ADD TIME adds the number of seconds to all finishers in the division selected.

SUBTRACT TIME subtracts the number of seconds to all finishers in the division selected.

DELETE TIMES clears the times of all finishers in the division selected or all times in the race if no division is selected. This feature should only be used when times have been erroneously loaded and you wish to start all over.

Award Assignment Screen

The Award Assignment Screen is used to process, view, and print race awards that were previously set up on the Award Generation Screen.

Note: Awards are distributed in priority order where the lower number is better. Therefore, be sure that open awards (and masters/senior) awards have lower numbers than age group awards.

RaceTrak also allows awards to be designated as duplicate awards whereby previous award winners can be awarded this award. In addition, awards can be assigned based on finish/guntime or adjusted/chip time. All awards in a given category should be setup with the same settings. Please check your award configurations in Manage Races.

Results must be calculated before awards can be assigned.

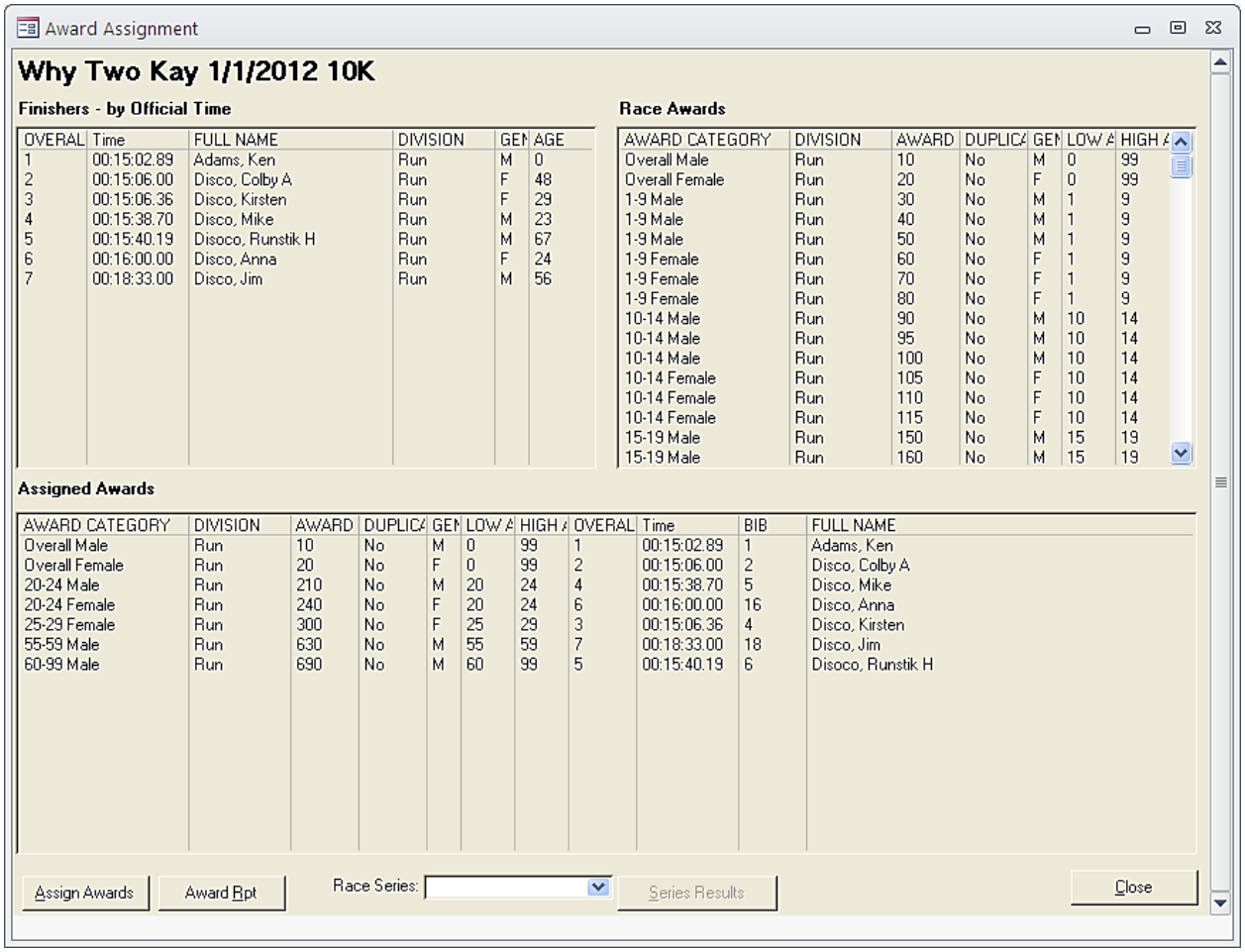
The Award Assignment Screen is made up of three parts: the top left portion displays processed runners; the top right portion displays awards that have been set up for the race; and the bottom portion will display processed results.

How to Get Here

Select AWARDS from the Race Results List Screen.

Full navigation: Main Menu > RESULTS PROCESSING > (select a race) AWARDS

The Award Assignment Screen is made up of three parts: the top left portion displays processed runners; the top right portion displays awards that have been set up for the race; and the bottom portion displays processed awards.


Award Assignment
Why Two Kay 1/1/2012 10K
Finishers - by Official Time
OVERAL Time FULL NAME DIVISION GEN AGE
1 00:15:02.89 Adams, Ken Run M 0
2 00:15:06.00 Disco, Colby A Run F 48
3 00:15:06.36 Disco, Kirsten Run F 29
4 00:15:38.70 Disco, Mike Run M 23
5 00:15:40.19 Disoco, Runstik H Run M 67
6 00:16:00.00 Disco, Anna Run F 24
7 00:18:33.00 Disco, Jim Run M 56
Race Awards
AWARD CATEGORY DIVISION AWARD DUPLICA GEN LOW A HIGH A
Overall Male Run 10 No M 0 99
Overall Female Run 20 No F 0 99
1-9 Male Run 30 No M 1 9
1-9 Male Run 40 No M 1 9
1-9 Male Run 50 No M 1 9
1-9 Female Run 60 No F 1 9
1-9 Female Run 70 No F 1 9
1-9 Female Run 80 No F 1 9
10-14 Male Run 90 No M 10 14
10-14 Male Run 95 No M 10 14
10-14 Male Run 100 No M 10 14
10-14 Female Run 105 No F 10 14
10-14 Female Run 110 No F 10 14
10-14 Female Run 115 No F 10 14
15-19 Male Run 150 No M 15 19
15-19 Male Run 160 No M 15 19
Assigned Awards
AWARD CATEGORY DIVISION AWARD DUPLICA GEN LOW A HIGH A OVERAL Time BIB FULL NAME
Overall Male Run 10 No M 0 99 1 00:15:02.89 1 Adams, Ken
Overall Female Run 20 No F 0 99 2 00:15:06.00 2 Disco, Colby A
20-24 Male Run 210 No M 20 24 4 00:15:38.70 5 Disco, Mike
20-24 Female Run 240 No F 20 24 6 00:16:00.00 16 Disco, Anna
25-29 Female Run 300 No F 25 29 3 00:15:06.36 4 Disco, Kirsten
55-59 Male Run 630 No M 55 59 7 00:18:33.00 18 Disco, Jim
60-99 Male Run 690 No M 60 99 5 00:15:40.19 6 Disoco, Runstik H
Assign Awards
Award Rpt
Race Series:
Series Results
Close

Step By Step

Ensure that results have been processed and awards are available by viewing the top portions of the screen for such data. If there are no results, go to the Results and calculate your results. If there are no awards, go to Race Management and set up awards for the race in the Awards Tab screen.

Select ASSIGN to process awards for the race.

Print reports as required.

Command Buttons

ASSIGN AWARDS processes awards for all available results.

AWARD RPT opens the Race Report Settings Screen, which allows you to customize the output of your awards.

SERIES RESULTS is available when a Race Series has been setup and selected from the drop-down. This button opens the Race Series Results Screen. Please refer to Series Overview for a discussion of series scoring; for specific information on the Race Series Results Screen, please refer to the following sections:

- Race Series Results - Series Team Actuals for Race Tab
- Race Series Results - Series Team Slot List Screen for Race Tab
- Race Series Results - Series Awards for Race Tab
- Race Series Results - Series Award Winners for Race Tab

CLOSE returns the user to the Race List (for Results Processing) Screen.

Runner Management

Runner Management Overview

The Runner Management module provides the capability to view, add, and/or modify runner. RaceTrak provides a variety of features to manage you runners, including views and reports of past races, tracking runner mileage, and combining duplicates.

Runner Management provides the capability to search, view, and select all runners who have ever been entered into the RaceTrak database.

Runner List Screen

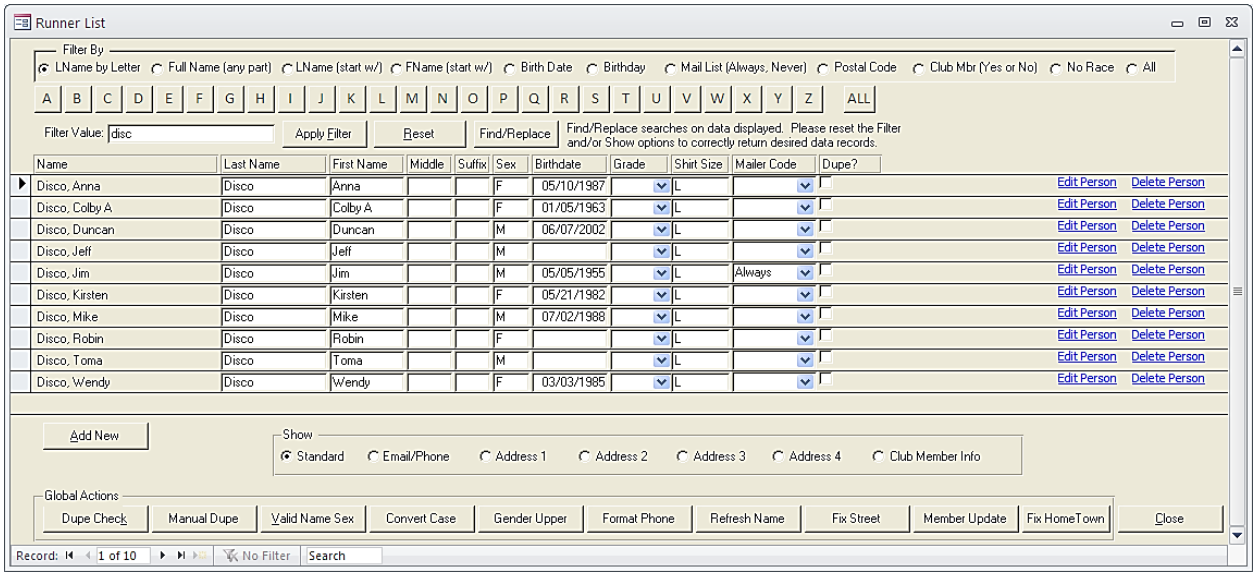
The Runner List Screen provides the capability to view, search, sort, add, edit, and report on runners in the database.

The Runner List Screen is accessed from the RaceTrak Menu Screen upon selecting RUNNER MANAGEMENT.

How to Get Here

Select RUNNER MANAGEMENT from the Main Menu.

Full navigation: Main Menu > RUNNER MANAGEMENT



Step by Step

The Runner List Screen displays an alphabetized summary list of all runners in the database.

Search for runner by typing his/her name in the Field Value text box. Select APPLY FILTER to invoke this filter.

If you need to search on other values, select one of the Filter By choices, enter a Filter Value, and select Apply Filter.

Use the letter buttons or the “all” button and select APPLY FILTER to view large groups of runners.

Change the display of the current screen by changing the SHOW options.

Select ADD NEW, EDIT PERSON, or DELETE PERSON to manage your runners.

Sort data by clicking on the column heading.

Use command buttons to perform various cleanup actions against your data.

Command Buttons

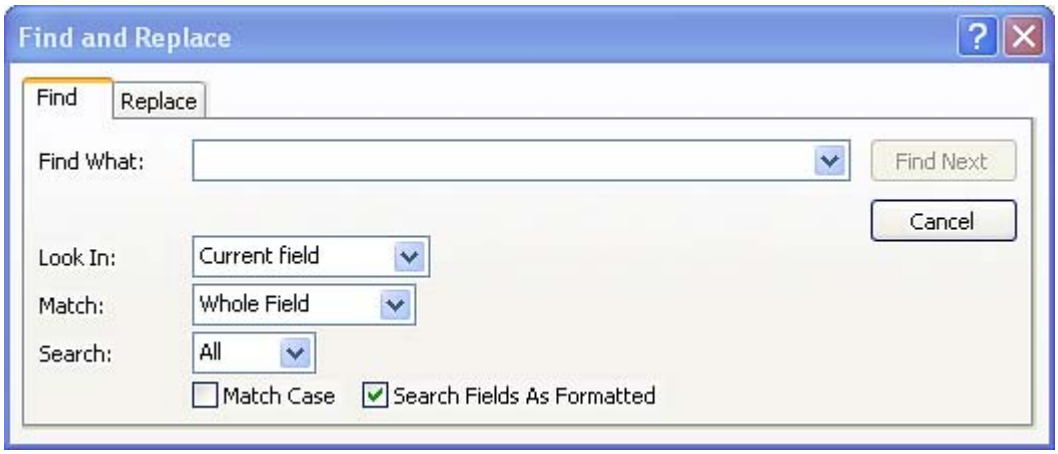
A TO Z buttons refresh the screen to list only runners by that letter.

ALL displays all runners in the database.

APPLY FILTER invokes the selected search and refreshes the Runner List Screen with values matching that search.

RESET clears existing filters and returns screen to empty state.

FIND/REPLACE allows you quickly find and update *on-screen* data by user-selected criteria. Only data displayed on your screen is updated, so be sure to display the pool of data you want to update. With your pool of data displayed, click in the field you want to update and select Find/Replace. Examine the options and set your Replace options as intended.



ADD NEW displays the Add Runner Screen that allows the entry of new runner biographical data.

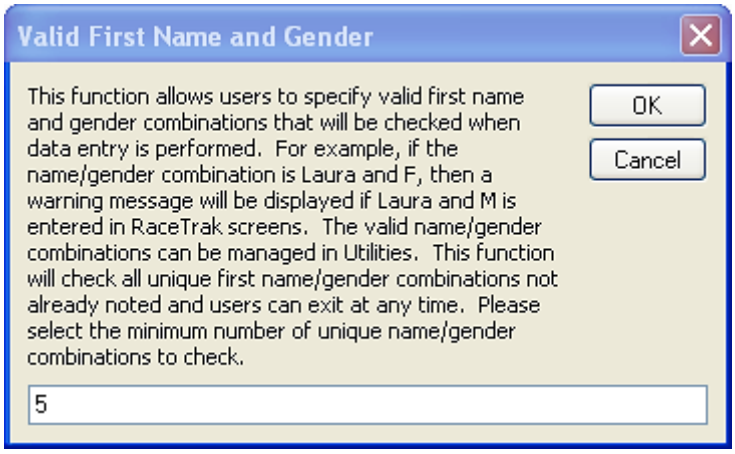
EDIT PERSON displays the Runner Screen in edit mode that allows the view and update of an existing runner.

SHOW options provide different ways to display on-screen data.

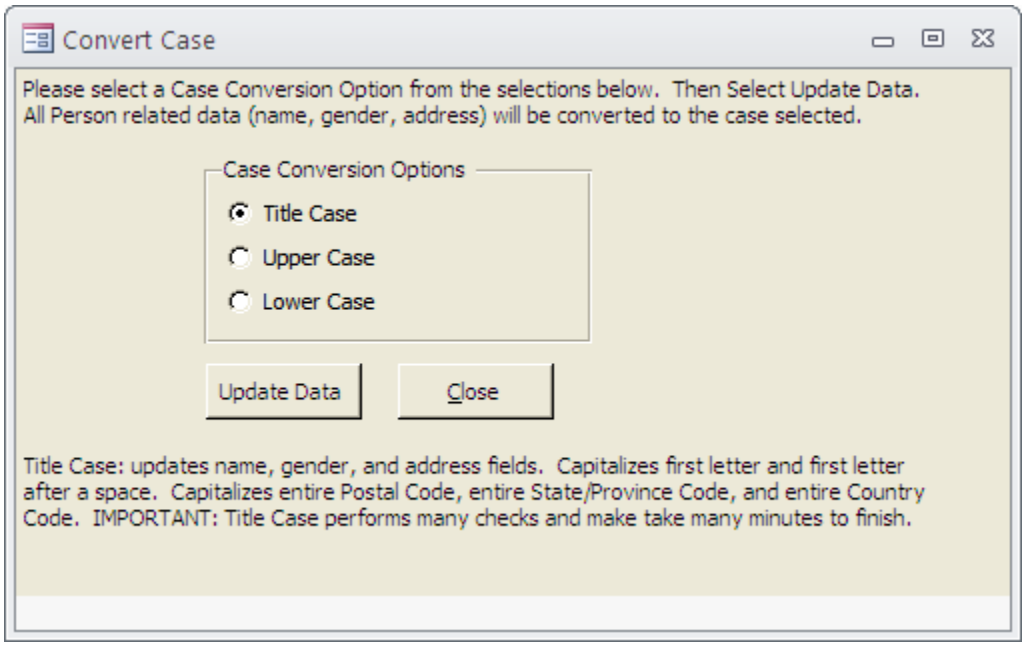
DUPE CHECK opens the automated duplicate process *(new in RT6)* from which you can merge duplicate records. Please refer to the Combine Persons Screen for more information.

MANUAL DUPE allows selected (when Dup? is checked) to be merged.

VALID NAME SEX *(new in RT6)* builds a list of names and their expected gender, prompting users to save the combinations found. During manual data entry, if unexpected name and gender combinations are encountered users are prompted that potentially incorrect data has been entered (for example Cynthia was entered as a male).

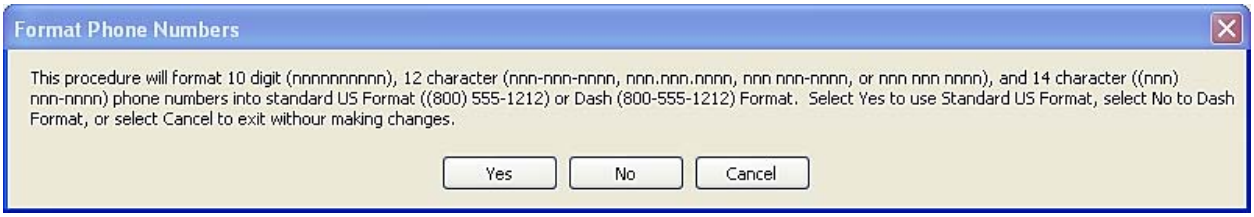

Valid First Name and Gender
This function allows users to specify valid first name and gender combinations that will be checked when data entry is performed. For example, if the name/gender combination is Laura and F, then a warning message will be displayed if Laura and M is entered in RaceTrak screens. The valid name/gender combinations can be managed in Utilities. This function will check all unique first name/gender combinations not already noted and users can exit at any time. Please select the minimum number of unique name/gender combinations to check.
OK
Cancel
5

CONVERT CASE provides choices for cleansing runner names (title case, upper case, or lower case). When converting to title case, RaceTrak will prompt you for known items that may require fix and automatically fix Mcdonald to McDonald and O'brien to O'Brien.


Convert Case
Please select a Case Conversion Option from the selections below. Then Select Update Data.
All Person related data (name, gender, address) will be converted to the case selected.
Case Conversion Options
Title Case
Upper Case
Lower Case
Update Data
Close
Title Case: updates name, gender, and address fields. Capitalizes first letter and first letter after a space. Capitalizes entire Postal Code, entire State/Province Code, and entire Country Code. IMPORTANT: Title Case performs many checks and make take many minutes to finish.

GENDER UPPER changes all gender values to upper case.

FORMAT PHONE provides options to format runners' phone numbers.


Format Phone Numbers
This procedure will format 10 digit (nnnnnnnnnn), 12 character (nnn-nnn-nnnn, nnn.nnn.nnnn, nnn nnn-nnnn, or nnn nnn nnnn), and 14 character ((nnn) nnn-nnnn) phone numbers into standard US Format ((800) 555-1212) or Dash (800-555-1212) Format. Select Yes to use Standard US Format, select No to Dash Format, or select Cancel to exit withour making changes.
Yes
No
Cancel

REFRESH NAME removes lead spaces from runner name fields and resets runner full name to last name +comma + first name + space + middle + space + suffix format.

FIX STREET prompts users to standardize street address values to common abbreviations.

MEMBER UPDPDATE prompts users to update member information. ***Important***: do not use this feature if you are managing club members using a membership race.

FIX HOMETOWN prompts users to reset runners' hometowns to their zip code hometown.

CLOSE returns the user to the RaceTrak Menu Screen.

Managing Club Members in Runner Management

RaceTrak provides two ways to manage club members: the Club Membership Race Mode described in Race Management provides many powerful tools to manage your club members within a "race." This mode is very useful when all club members share the same membership start and end dates. For example, all membership start on January 1 and expire on December 31.

Runner Management provides a second way to manage club members, but requires more manual data entry than using a "club membership race." In any case, please use only one of the two ways to track your club memberships.

Managing club members in Runner Management utilizes the Current Club Member field to identify anyone who is considered a current club member. Therefore, RaceTrak users must manage this field to identify their current club members.

To display membership information, select the Show option Club Member Info, which displays:

- Runner Name
- Runner Club (drop-down to specify the runner's default club, which are setup in Utilities)
- Runner Household (to limit mailings to a single address in various mailings; can be manually updated and/or populated when the mailings are created)
- Cur Mbr (Current Member) Checkbox (used to indicate that the person is a current club member)
- Mbr (Member) Code is a free form field

Hint: use the Mbr (Member) Code to track your members is to specify the Year-Month that the membership will expire as in 2013-Apr or 2013-04. You can then sort on these fields and quickly identify members whose membership is expired or about to expire. Member Update and Find/Replace provide tools to update this field.

Current club members can be displayed via the following steps:

Select the Filter By option Club Mbr

Enter Yes as the Filter Value

Select Apply Filter

Output data for these members can generated via REPORTS/LABELS > RUNNER CUSTOM QUERY > (select Club Membership - All Active Club Members in the Report Name drop-down.

Labels for these members can generated via REPORTS/LABELS > ACTIVE MBR LABELS.

Runner Screen

The runner screen allows users to manage runner data and generate reports for a given runner.

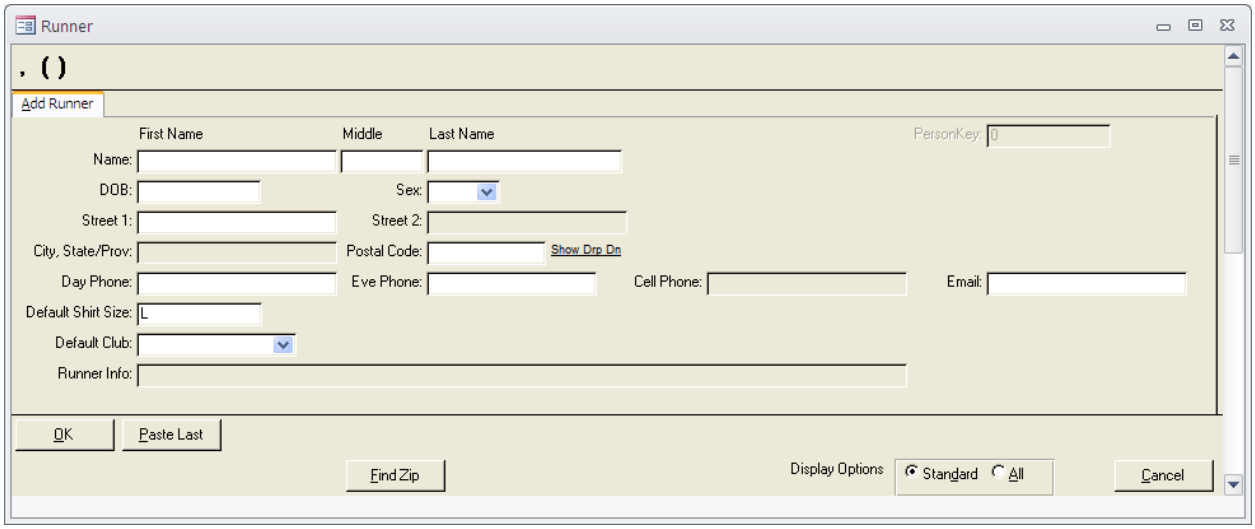
How to Get Here

Select ADD NEW (to add a new runner) or select EDIT PERSON from the Runner List Screen.

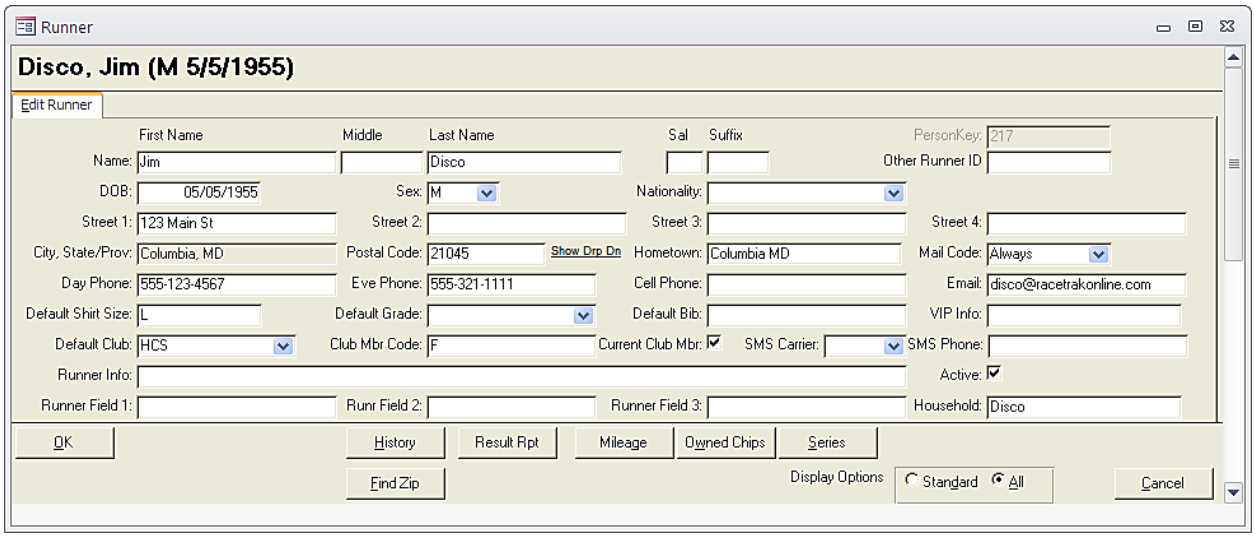
Full navigation (add new mode): Main Menu > RUNNER MANAGEMENT > ADD NEW

Full navigation (edit mode): Main Menu > RUNNER MANAGEMENT > EDIT PERSON

The Runner screen can be displayed in Add New mode.



Alternatively, the Runner screen can be displayed in Edit mode.



Standard and All Display options respectively provide either the most commonly used fields or all available fields.

Fields (All Mode Display Options)

Runner Fields

Field Name	Reqd?	Description
PersonKey	Yes	System generated unique identifier for the runner; locked and cannot be altered. Every runner has a unique PersonKey.
First Name	Yes	The first name of the runner.
Middle Name	No	The middle name of the runner.
Last Name	Yes	The last name of the runner.
Sal	No	The salutation (such as Dr., Mr., Ms., etc.) of the runner that will print on mailing labels.

Suffix	No	The suffix (such as Jr., Sr., III, etc.) of the runner that will print on mailing labels.
Other Runner ID	No	Non-RaceTrak identifier from another system. This field does not enforce uniqueness.
DOB	No	The runner's Date of Birth. Used to calculate the current age and the race day age.
Sex	Yes	Valid values are M, F, or U for Male, Female, or Unknown.
Nationality	No	The nationality of the runner. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_country).
Street 1	No	The first street address for the runner.
Street 2	No	A second street address for the runner.
Street 3	No	A third street address for the runner.
Street 4	No	A fourth street address for the runner.
City, State/Prov	No	The city, state (or province) as derived from the zip code or postal code.
Postal Code	N	The US Zip Code or the foreign postal code for the runner. New postal codes can be automatically added on entry with the Zip Code Builder. Select Show Drop-down to view available Postal Codes in a drop-down list. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_postal_code).
Hometown	No	Defaults to City and State/Province when Postal Code selected. Otherwise, users can enter their values. This value used in most RaceTrak reports.
Mail Code	No	Values: Always, Never, or empty. Intended to limit or expand mailing lists.
Day Phone	No	The daytime (generally work) phone number for the runner.
Eve Phone	No	The evening (generally home) phone number for the runner.
Cell Phone	No	The mobile phone number for the runner.
E-Mail	No	The e-mail address for the runner.
Default Shirt	No	The runner's preferred shirt size. This value will be copied to the Shirt Size field for each race the runner enters.
Default Grade	No	The default scholastic grade for the runner. This value will be copied to the Grade Field (Gr) for each race the runner enters. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_grade).
Default Bib	No	The default bib number for the runner. Used for weekly club-type races where runners have been assigned a permanent bib number. Only displayed when Use Dflt Bib is checked in Utilities for the given race. This bib is manually selected by the operator and must be unique for the race.
VIP Info	No	Allows entry of notes for special runners, which can be used for systems equipped with announcer lines (e.g. Chronotrack systems).

Default Club	No	The runner's club. This value will be copied to the club field for each race the runner enters. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_club).
Club Mbr Code	No	Used to identify the club member's membership type; for example, could be used to show 2013 as membership year. Can be auto-assigned when memberships are managed via a "membership race" or otherwise through Runner Management.
Current Club Mbr	No	Checkbox used to identify if the runner's membership is currently active. Can be auto-assigned when memberships are managed via a "membership race."
SMS Carrier	No	Drop-down to select major SMS (short message service) text service providers. RaceTrak users can enter values not listed.
SMS Phone	No	The SMS phone number. Used in conjunction with SMS Carrier above to allow systems (e.g. Jaguar) to send text messages to runners.
Runner Info	No	64,000 character field to store additional information about a runner.
Runner Field 1	No	Contains any special data that RaceTrak users want to store about a runner. Should be used consistently throughout database. For example, a RaceTrak user might want to track certain runners as giving large donations and may use Runner Field 1 to designate "Deep Pockets" or "Empty Pockets."
Runner Field 2	No	See Runner Field 1 above.
Runner Field 3	No	See Runner Field 1 above.
Household	No	Can be manually updated and/or populated when various mailings are created to send to a household name and thus provide the ability to send mail to a single household rather than separate mailings to all people at the same household.

Step by Step

RaceTrak's default Display Options (STANDARD) shows basic runner information. To view and open all fields, click the ALL Display Option.

Complete all information as necessary, carefully checking that existing data is correct.

If a new zip code is entered, a message prompt to add the zip code will be presented.

Hint: When adding *new* family members, use Paste Last to copy data from the last family into the current screen.

Command Buttons

OK saves the runner record and returns the user to the Runner List Screen.

PASTE LAST (add new mode) copies the last name, address, and phone number of the last saved registrant.

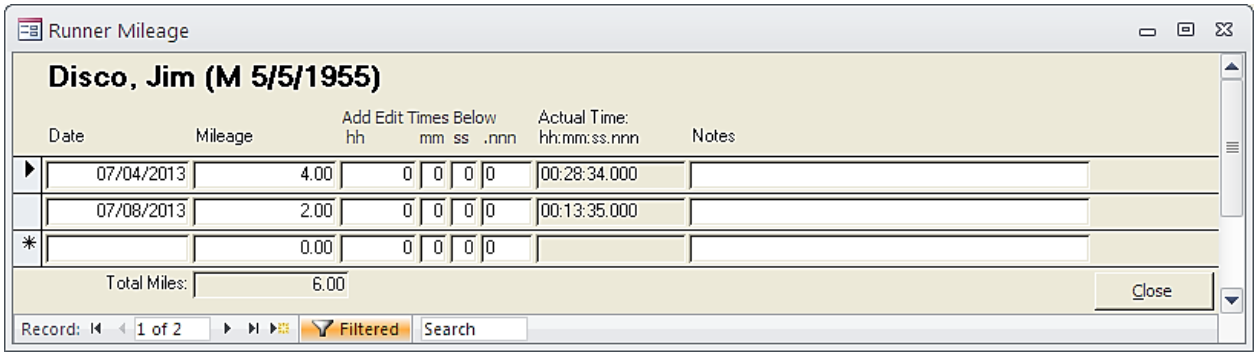
FIND ZIP allows the search by city for a zip code.

CANCEL returns the user to the Select Runner for Registration Screen without saving the data.

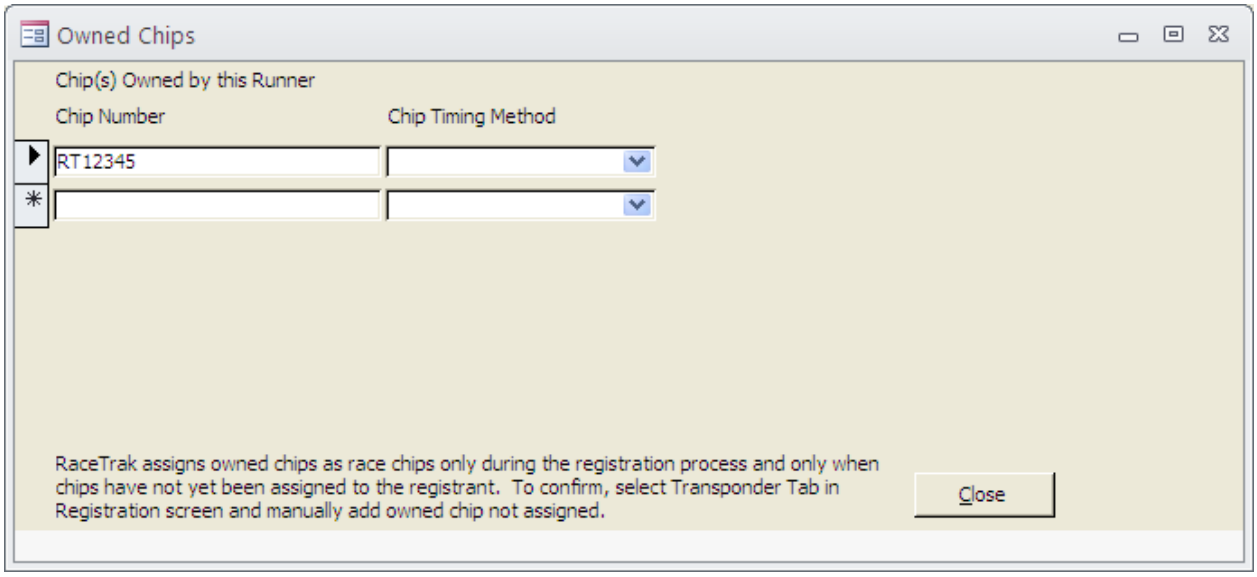
HISTORY (edit mode) displays the runner's RaceTrak racing history.

RESULT RPT (edit mode) displays a report of the runner's RaceTrak racing history.

MILEAGE displays the Runner Mileage Screen that allows the entry and tracking of runner mileage by date.



OWNED CHIPS displays screen to manage chips owned by the runner.


Owned Chips
Chip(s) Owned by this Runner
Chip Number
Chip Timing Method
RT12345
RaceTrak assigns owned chips as race chips only during the registration process and only when chips have not yet been assigned to the registrant. To confirm, select Transponder Tab in Registration screen and manually add owned chip not assigned.
Close

SERIES displays the series the Runner Series Screen and the series with which the runner is assigned. Used to score series results.

CANCEL returns the user to the Runner List Screen and automatically saves the runner record. Press the [ESC] key to Cancel current changes. Note when certain edits are made, this button is disabled and users should use OK to exit the screen.

Combine Persons Screen

The Combine Persons Screen allows RaceTrak users to combine duplicate runners into a single runner. The duplicate check performs several levels of duplicate checks, which can be skipped or the process cancelled entirely. Depending on the number of runners in your database, the duplicate check may take a few minutes to display the initial screen requiring action.

Duplicate checks are performed in the following order:

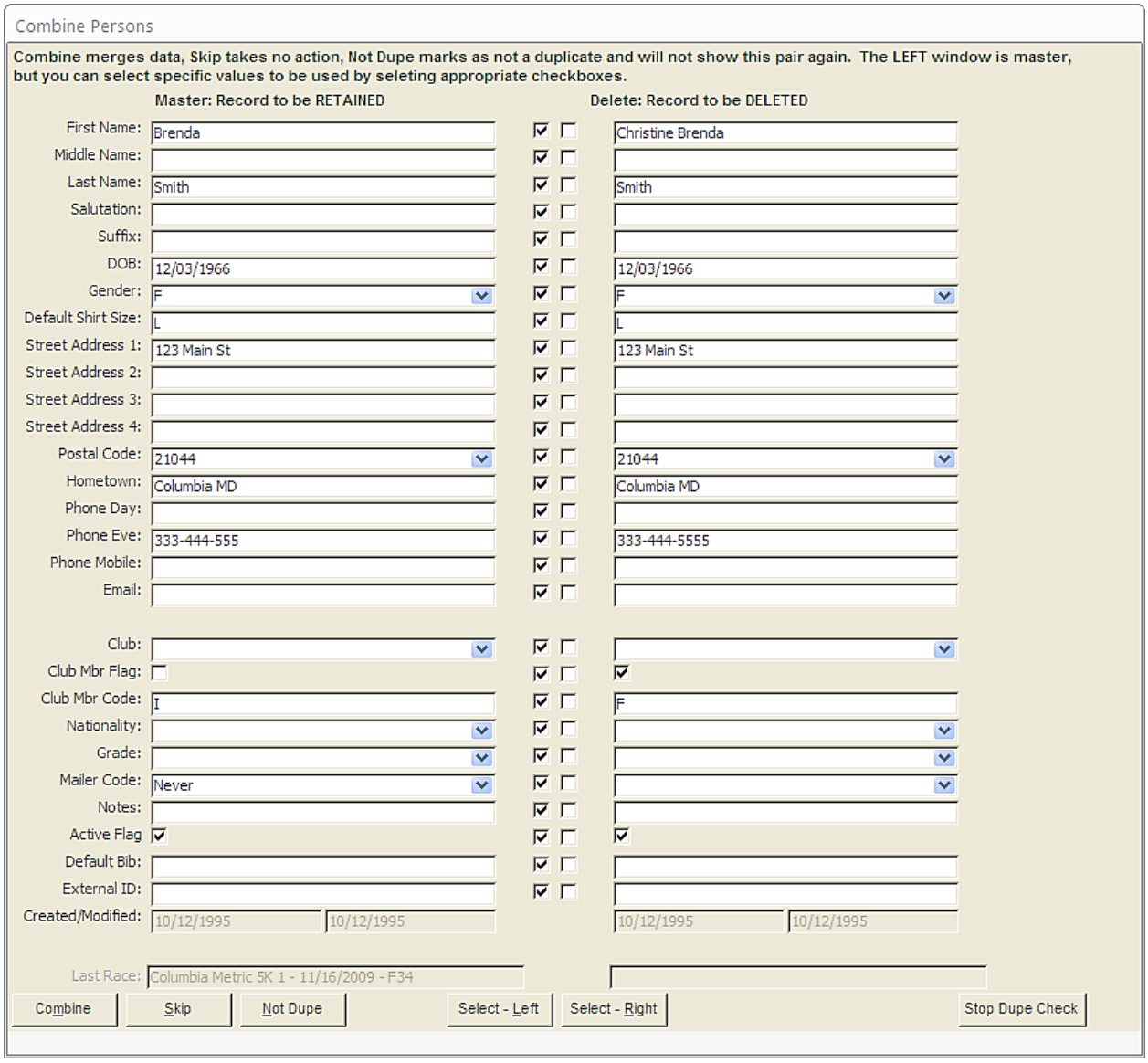
- Full Name, DOB, and Gender Dupe Check
- First Name, Last Name, DOB, and Gender Dupe Check
- Last Name, DOB, and Gender Dupe Check
- First Name, DOB, and Gender Dupe Check
- First Name and Last Name and Gender Dupe Check
- DOB and Gender Dupe Check

For each duplicate found, users are offered choices of actions to take: combine the duplicates, skip, or mark as not duplicate (which will not show this combination in future duplicate searches).

How to Get Here

Select DUPE CHECK from the Runner List Screen.

Full navigation: Main Menu > RUNNER MANAGEMENT > DUPE CHECK


Combine Persons
Combine merges data, Skip takes no action, Not Dupe marks as not a duplicate and will not show this pair again. The LEFT window is master, but you can select specific values to be used by seleting appropriate checkboxes.
Master: Record to be RETAINED
Delete: Record to be DELETED
First Name: Brenda Christine Brenda
Middle Name:
Last Name: Smith Smith
Salutation:
Suffix:
DOB: 12/03/1966 12/03/1966
Gender: F F
Default Shirt Size: L L
Street Address 1: 123 Main St 123 Main St
Street Address 2:
Street Address 3:
Street Address 4:
Postal Code: 21044 21044
Hometown: Columbia MD Columbia MD
Phone Day:
Phone Eve: 333-444-555 333-444-5555
Phone Mobile:
Email:
Club:
Club Mbr Flag:
Club Mbr Code: I F
Nationality:
Grade:
Mailer Code: Never
Notes:
Active Flag
Default Bib:
External ID:
Created/Modified: 10/12/1995 10/12/1995 10/12/1995 10/12/1995
Last Race: Columbia Metric 5K 1 - 11/16/2009 - F34
Combine
Skip
Not Dupe
Select - Left
Select - Right
Stop Dupe Check

Step by Step

Examine the on-screen data and determine the action you want to take.

Select COMBINE to combine the two data records. Note: when combining two data records, please examine the on-screen data and determine which field values you may want to use and select them accordingly.

If you know the two data records are not duplicates, select NOT DUPE and future dupe checks will ignore this pair of records.

Complete all information as necessary, carefully checking that data is entered correctly.

Always check that age and sex are correct.

Command Buttons

COMBINE merges the two data into one, keeping the right-hand runner data record and deleting the left-hand runner data record.

SKIP takes no action and finds the next duplicate.

NOT DUPE d marks the on-screen pair of duplicates as not duplicates and will not show this pair in future dupe checks.

SELECT LEFT selects all data on the left side of the screen. This data will be used to the merged data record.

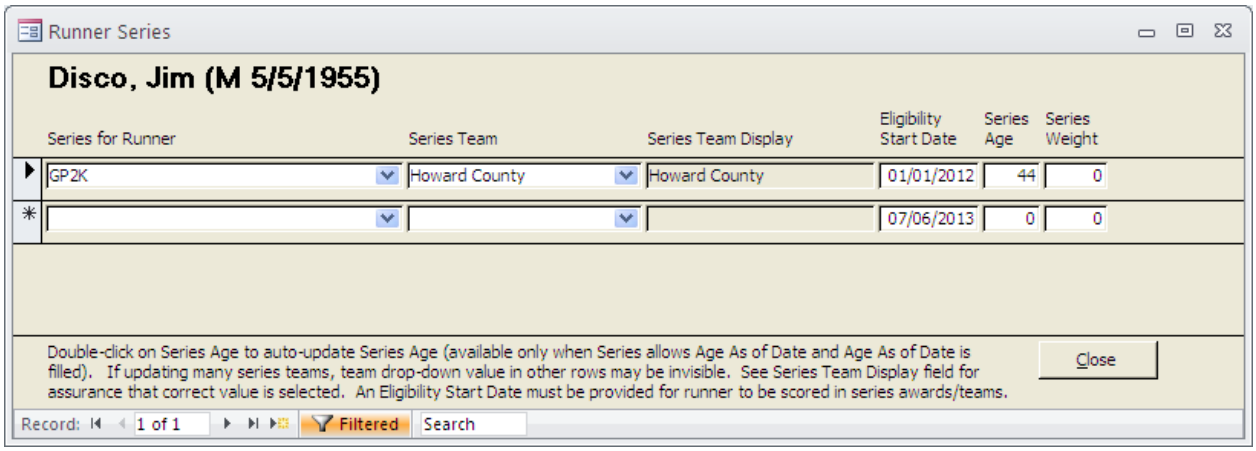
SELECT RIGHT selects all data on the right side of the screen. This data will be used to the merged data record.

STOP DUPE CHECK stops the duplicate check process.

Runner Series Screen

The Runner Series Screen is used to associate a runner to a particular series when runners must be registered into the series in order to be scored in series awards. Once a runner is associated with a series, he/she does not have to be setup for that series again.

There are several related actions to be performed when scoring a series awards and related series processing. Please refer to the Series Overview for more information.


Runner Series
Disco, Jim (M 5/5/1955)
Series for Runner
Series Team
Series Team Display
Eligibility Start Date
Series Age
Series Weight
GP2K
Howard County
Howard County
01/01/2012
44
0
07/06/2013
0
0
Double-click on Series Age to auto-update Series Age (available only when Series allows Age As of Date and Age As of Date is filled). If updating many series teams, team drop-down value in other rows may be invisible. See Series Team Display field for assurance that correct value is selected. An Eligibility Start Date must be provided for runner to be scored in series awards/teams.
Close
Record: 1 of 1
Filtered
Search

Fields

The following data fields are included in the Runner Series Screen:

Field Name	Reqd?	Description
Series for Runner	Yes	The series with which the runner is assigned. The runner can be assigned to zero, one, or many series. Values for this drop-down are maintained in Utilities (Utility List Screen > tbl_series).
Series Team	No	The series team with which the runner is associated for this series. Series teams are setup in the Series Team Tab screen. Values for this drop-down are maintained in Utilities (Utility List Screen > (select tbl_series) Series List > EDIT and select the Series Teams Tab.
Eligibility Start Date	Yes	The date the runner started in the series.

Series Age	Yes	The age of the runner for the series. Automatically calculates on creation, but if runner DOB changes, user must manually change by double clicking on the age field. The calculation is based on the Age As Of Date (see Series Screen) minus the Runner DOB.
Series Weight	No	For Clydesdale series, allows entry of weight for a series.

Step By Step

Enter the appropriate values. To update the runner's series age (due to a change in DOB), double click on the series age field.

Command Buttons

CLOSE closes the Runner Series screen and returns to the previous screen.

Utilities

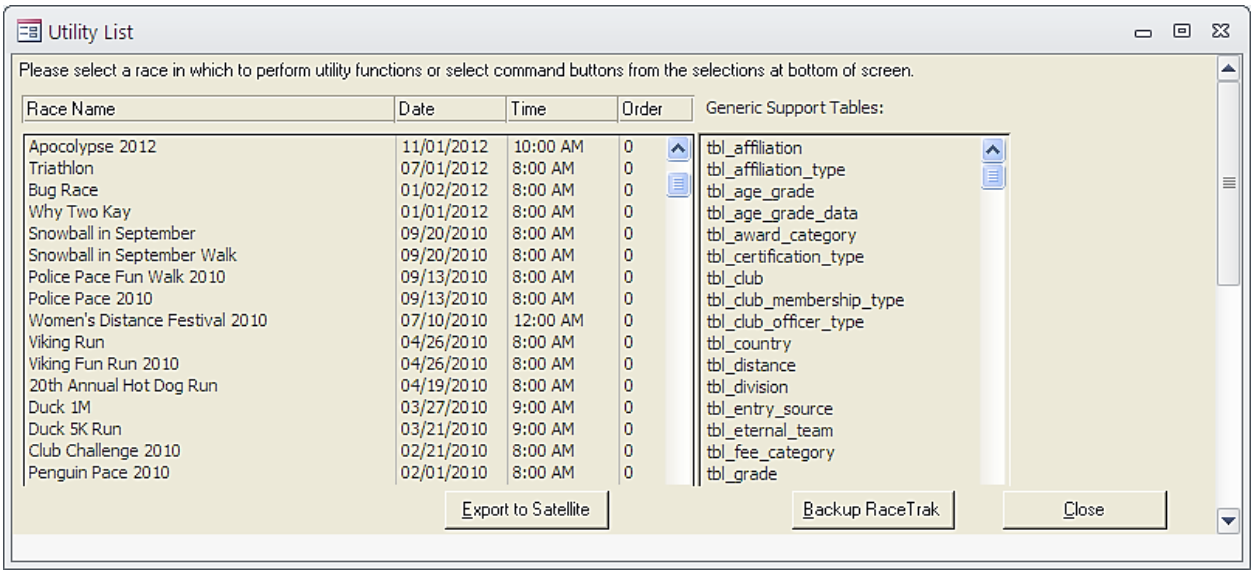
Utility List Screen

The Utilities module provides the capability to add, modify, and manage the generic (not race-specific) lookup values provided by RaceTrak. In addition, RaceTrak users can backup their RaceTrak database to a compressed (zip) file and create satellite verisons of their RaceTrak database.

How to Get Here

Select UTILITIES from the Main Menu.

Full navigation: Main Menu > UTILITIES


Utility List
Please select a race in which to perform utility functions or select command buttons from the selections at bottom of screen.
Race Name
Date
Time
Order
Generic Support Tables:
Apocolypse 2012 11/01/2012 10:00 AM 0
Triathlon 07/01/2012 8:00 AM 0
Bug Race 01/02/2012 8:00 AM 0
Why Two Kay 01/01/2012 8:00 AM 0
Snowball in September 09/20/2010 8:00 AM 0
Snowball in September Walk 09/20/2010 8:00 AM 0
Police Pace Fun Walk 2010 09/13/2010 8:00 AM 0
Police Pace 2010 09/13/2010 8:00 AM 0
Women's Distance Festival 2010 07/10/2010 12:00 AM 0
Viking Run 04/26/2010 8:00 AM 0
Viking Fun Run 2010 04/26/2010 8:00 AM 0
20th Annual Hot Dog Run 04/19/2010 8:00 AM 0
Duck 1M 03/27/2010 9:00 AM 0
Duck 5K Run 03/21/2010 9:00 AM 0
Club Challenge 2010 02/21/2010 8:00 AM 0
Penguin Pace 2010 02/01/2010 8:00 AM 0
tbl_affiliation
tbl_affiliation_type
tbl_age_grade
tbl_age_grade_data
tbl_award_category
tbl_certification_type
tbl_club
tbl_club_membership_type
tbl_club_officer_type
tbl_country
tbl_distance
tbl_division
tbl_entry_source
tbl_eternal_team
tbl_fee_category
tbl_grade
Export to Satellite
Backup RaceTrak
Close

Step By Step

To build a satellite version of RaceTrak (where the races selected can be copied and scored separately, select one or more races and select EXPORT TO SATELLITE. ***Important***: At the time of writing this User's Manual, RaceTrak does not have the ability to merge satellite data back into the current database.

Select BACKUP RACETRAK to copy your database into a compressed (zip) file to a user-selected location.

Click a GENERIC SUPPORT TABLE to manage the data contained in these tables, which provide the lookup values throughout RaceTrak. The most commonly used tables are asterisked (*) below and most tables open is spreadsheet view for quick editing of generic data. Some tables planned for future RaceTrak use. A summary of the generic support tables is provided below.

Please note that many tables display FK, which is the abbreviation of foreign key where the value comes from another table.

- **Affiliation** (tbl_affiliation) contains affiliation (for example RRCA). Includes a field for affiliation type. *Intended for future RaceTrak use.*

- **Affiliation Type** (tbl_affiliation_type) contains the type of affiliation (e.g., running organization, on-line website, etc) that can be used in tbl_affiliation. *Intended for future RaceTrak use.*

- **Age Grade** (tbl_age_grade) contains the type (10M, 5K, Marathon) of age grade being used. RaceTrak users should enter an Age Grade to identify the type and optionally enter an Age Grade Name. Other values are reserved for future use. Age Grades are required lookup values in Age Grade Data, serving to group the Age Grade Data.
- **Age Grade Data** (tbl_age_grade_data) contains the specific settings for an age grade. For example, the age grades for 5K would have different settings than an age grade for a Marathon. RaceTrak users should enter the FK Age Grade (foreign key value from Age Grade above), the gender for the specific grade, the age, and the factor, which is the multiplier that adjusts the age graded data.
- **Award Category*** (tbl_award_category) contains award categories that are lookup values when generating awards for a race. Each award category can be configured for specific scoring criteria. A summary of the fields is provided below:
    - FK Division - the division for the award. Required.
    - FK Award Category Type - the award category such as Open, Masters, Grand Masters, Senior, or Age Group. Important: RaceTrak results reports optionally allow you to show place in age group, and these values are generated by the "Age Group" designation for awards setup in your race. If your race has no awards, the data in the reports will be incomplete.
    - Award Category - a text description of the award. Required and must be unique.
    - Low Age - Required numeric value. Specify 0 for open awards so that runner not providing age could still win overall award. Specify specific age ranges for age group awards.
    - High Age - Required numeric value. Specify 99 for Open awards and your highest age group awards.
    - Low Weight - used for Clydesdale scoring where runner weight is entered during registration process. Required numeric value.
    - High Weight - used for Clydesdale scoring where runner weight is entered during registration process. Required numeric value.
    - Gender - the gender (M, F, or N (where either gender qualifies)) for the award. Required.
    - Duplicate Allowed Flag - whether the category allows duplicates.
    - Award Category Sort Order - dictates how the award category will be sorted on your award reports where lower numbered categories will be displayed at the beginning of your reports.
- **Certification Type** (tbl_certification_type) contains values the type of certification for the race course (for example USATF). Used in Manage Races to designate how the race was certified.
- **Club*** (tbl_club) opens a form listing all the clubs contained in the current database. Clubs are lookup values for the runner's default club and the registrant's club. Please see Clubs Screen for more information.
- **Club Membership Type** (tbl_club_membership_type) contains values for your club memberships and are used for "club membership races" as lookup values to designate the membership type for each club member. Club membership is currently set up to handle all members for the same yearly basis, for example all members would be members from January 1 to December 31 of a given year. Therefore, the Club Membership Type is associated with the person's registration. The Club Membership Type is required and must be unique. Other values are optional.
- **Club Officer Type** (tbl_club_officer_type) contains values for club officer positions: President, Vice-President, Treasurer, Secretary, etc. The Club Officer Type is required and must be unique. Other values are optional. Club Officer Types are used as lookup values in "club membership races" to designate registrants as club officers.

- **Country** (tbl_country) contains country codes from around the world. Please do not change the values for the United States Country Code (USA) or Country (United States). Always provide unique Country Codes and Countries when adding new countries. Countries are lookup values in State/Provinces and in the Nationalities assigned to runners.
- **Distance*** (tbl_distance) contains distances and corresponding mileage equivalents and is used to determine pace. Distances are lookup values for your race or your race divisions. Distance Types are currently limited to MI - mile, KM - kilometer, YD - Yard, and MT - meter. The Distance Type is required. The Distance is required and must be unique. The Length is required and must be unique. A typical configuration might include values such as those listed in the User's Manual.

FK DISTANCE TYPE	DISTANCE	DISTANCE NAME	LENGTH	PACE NAME	PACE UNIT DIVISOR
MI	1M		1	Per Mile	1
MI	5K		3.1	Per Mile	3.1
MI	8K		4.98	Per Mile	4.98
MI	5M		5	Per Mile	5
MI	10K		6.21	Per Mile	6.21
MI	15K		9.3	Per Mile	9.3
MI	10M		10	Per Mile	10
MI	26.2K		16.3	Per Mile	16.3
MI	Marathon	Marathon	26.2	Per Mile	26.2

- **Division*** (tbl_division) contains information regarding divisions available to all races. The Run division is the RaceTrak default and is not viewable nor editable. The Division is required and must be unique. The Division Score Basis should be specified as Time. RaceTrak divisions allow you to score multiple events within a given "race." Divisions are lookup values in setting up bibs, awards, and registering runners.
- **Entry Source** (tbl_entry_source) contains information regarding how the registrant learned about and/or registered in a race (e.g. Website, Email Campaign, Mailer, Jim's Running Feet Store, Boston Marathon Handout, etc.) Entry Sources are lookup values available for selection during Registration.
- **Eternal Team** (tbl_eternal_team) contains values such as Valley View Boys High School (HS) such that a newly created recurring team (Valley View Boys HS 2013) can be associated with an eternal team (Valley View Boys HS). Eternal Teams are lookup values in Recurring Teams. An Eternal Team is used in conjunction with Recurring Teams and Teams as follows:
    - Each race can have one or many teams. For example, the current race may have a Valley View HS Boys team. This team is unique to this race, as the team composition may change from race to race. Under RaceTrak, the Valley View HS Boys team can be associated with a 2013 Valley View HS Boys (Recurring Team), which in turn can be associated with a Valley View Boys Eternal Team. The Eternal Team concept provides the future benefit of reporting on all runners who ever ran for Valley View.
- **Fee Category** (tbl_fee_category) contains race fees such as pre-race fee, packet pickup fee, and race day fee. Fee Categories are lookup values when setting up fees within a race.
- **Grade*** (tbl_grade) contains scholastic grades such as 9 (freshman), 10 (sophomore), etc. Grades are lookup values in registration and runner data records.
- **Grade Level** (tbl_grade_level) contains values such as High School and College and are lookup values used in Grade above.

- **Hat Color** (tbl_hat_color) contains hat colors that can assigned to bibs and/or to runners for events like Triathlons where swimmers wear designated hat colors. Hat Colors are lookup values when setting up bibs and/or registering runners.
- **Occupation** (tbl_occupation) contains occupations that can be associated with a registrant. Occupations are lookup values when registering runners.
- **Postal Code** (tbl_postal_code) contains all postal codes in your database and are lookup values assigned to runners.
- **Preference*** (tbl_preference) contains generic preferences (Default Country, Owner Name, Report Footer, etc.) whose values are used by RaceTrak in reports and various processes. *Please do not change the Preference Names, which are reserved for RaceTrak use*. The Default Country value of United States is used to more quickly find zip codes for United States users. ***Important***: Add your company, club, or short description as the Report Footer Preference Value and this value will appear in all your reports. The Owner Name value is used for customized purposes where RaceTrak programs will perform specific operations not available to other customers.

PREFERENCE NAME	PREFERENCE VALUE
Default Country	United States
Owner Name	RaceTrak Software
Report Footer	Race Report

- **Recurring Team** (tbl_recurring_team) contains values such as Lincoln High 2013 such that newly created race teams can be associated with a recurring team.
    - Each race can have one or many teams. For example, the current race may have a Valley View HS Boys team. This team is unique to this race, as the team composition may change from race to race. Under RaceTrak, the Valley View HS Boys team can be associated with a 2013 Valley View HS Boys (Recurring Team). By designating teams as Recurring Teams, registration of team members can be accomplished by using the Recurring Team Search Option during registration to quickly find team members on a given team. In addition, The Recurring Team concept provides the future benefit of reporting on all runners for a given season.
- **RRCA Region** (tbl_rrca_region) contains Road Runner Club of America region codes to better align with reporting with RRCA. RRCA Regions are lookup values for RRCA States. You can add regional representatives into RaceTrak via Runner Management and they will be available for selection in the FK Person Dropdown. The RaceTrak default settings are provided below.

REGION NAME	FK PERSON	REGION DIRECTOR TITLE	WEBSITE
Central		Central Regional Director	
East		Eastern Regional Director	
South		Southern Regional Director	
West		Western Regional Director	

- **RRCA State** (tbl_rrca_ state) contains Road Runner Club of America state codes to better align with reporting with RRCA. RRCA States are lookup values in Clubs. You can add state representatives into RaceTrak via Runner Management and they will be available for selection in the FK Person Dropdown. Each RRCA State can be associated with an RRCA Region. RRCA States can be associated with your Club.
- **Series*** (tbl_series) opens the Series List Screen which shows all series in your RaceTrak database. Series are lookup values for Race Series and Person Series data records. Please see Series Overview and related sections for series setup and management.

- **Series Group** (tbl_series_group) contains a way to group series together. Series Groups are lookup values in Series data records. *For future RaceTrak use.*
- **Special Category** (tbl_special_category) contains special categories that are lookup values for Race Special Categories. *For future RaceTrak use.*
- **State Province** (tbl_state_province) contains state and/or province data for use in tbl_postal_code. State Province codes are lookup values for Postal Codes.
- **Street Fix** (tbl_street_fix) allows you to standardize your street addresses, which will reduce postal mailings sent unique addresses. Street Fix contains search and replace values for street names and abbreviations. For example, you can find Street and replace with St. Used to in Runner Management batch update address information.
- **Time Type** (tbl_time_type) contains values for the type of time (personal best, predicted time, etc.) the registrant has submitted for a given race.
- **Timing Method** (tbl_timing_method) contains values for the timing method for this race (ChronoTrack, Time Machine, etc.) and is used in Manage Races to be default for many scoring processes. Please contact RaceTrak before changing or adding values to this table.
- **User Query Local** (tbl_user_query_local) contains the customized queries available in Custom Reporting drop-downs. User can supply their own descriptions and show/hide the queries by unchecking the User Query Active Flag.
- **Valid First Name Gender** (tbl_valid_first_name_gender) contains a list of valid first name and gender combinations previously setup in your database (Runner Management provides a tool to create user selected Valid First Name and Gender combinations). When entering new registrants, user will be prompted if an unexpected value is entered. For example, if user enters M gender for Susan (and Susan F is a valid first name gender combination), the user will prompted to check their entry.
- **Timer Data** (timer_data) contains times as provided by Summit Systems timing devices, which are directly pushed into RaceTrak.

Command Buttons

EXPORT TO SATELLITE creates a copy of your RaceTrak database containing only the races selected. This database can be copied to other PCs scoring these races, but the database must be renamed RaceTrak_06_Data.mdb on the scoring machines. Satellite data cannot be merged back into your master database.

BACKUP RACETRAK creates a compressed file of your RaceTrak database.

GENERIC SUPPORT TABLES (list screen) selection allows user to manage the lookup tables that are available throughout RaceTrak.

CLOSE returns the user to the RaceTrak Menu Screen.

Best Practices

Award Category - update Award Category Sort Order to reflect how you want award reports to display your award categories.

Award Category -update Award Category Type to correctly identify all Age Group Awards. Please note: the Age Group designation is used to print the runners Age Group Placement in results reports.

Award Category -setup special awards (Firefighter, Teacher, etc.) and use these as Race Awards. Please see Scenario: Special Awards discussed in the Awards Tab of this User's Manual.

Distance - setup any distances you may use.

Distance - if you score scholastic cross-country races, setup any grades that you may use.

Preferences - for the Preference Name of Report Footer, set the Preference Value to your organization's name.

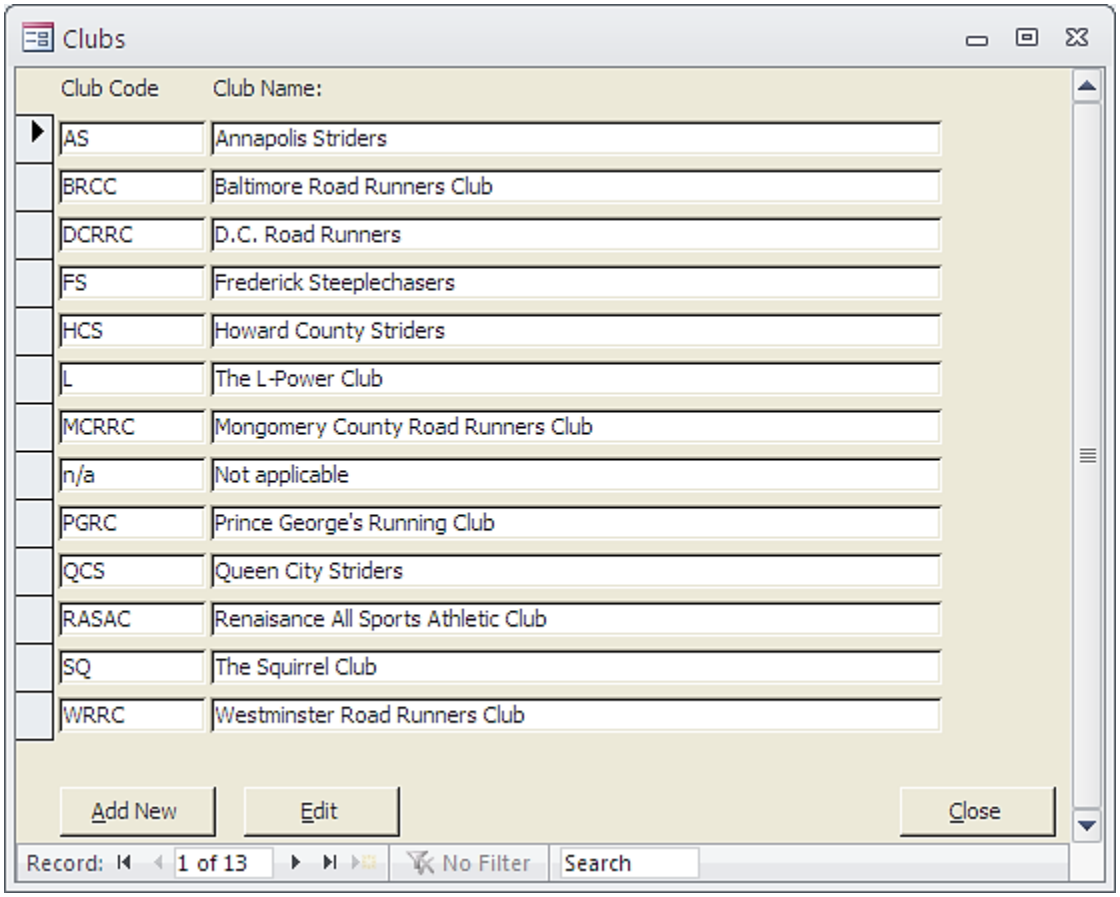
Clubs Screen

The Clubs Screen provides the capability to add, modify, and maintain club information for use in conjunction with Registration functions. Clubs are lookup values for runners' default clubs and registrants' clubs.

How to Get Here

Select tbl_club from the Utilities screen's Generic Support Tables list.

Full navigation: Main Menu > UTILITIES> GENERIC SUPPORT TABLES (select tbl_club).



Step By Step

Update on screen data.

Select Add New to add a new race.

Select a an existing club and select Edit to open the Club Screen, where additional information about the Club is managed.

Command Buttons

ADD NEW opens the Club Screen in Add New mode.

EDIT opens the Club Screen in Edit mode.

CLOSE returns the user to the Race Utility List Screen.

Club Screen

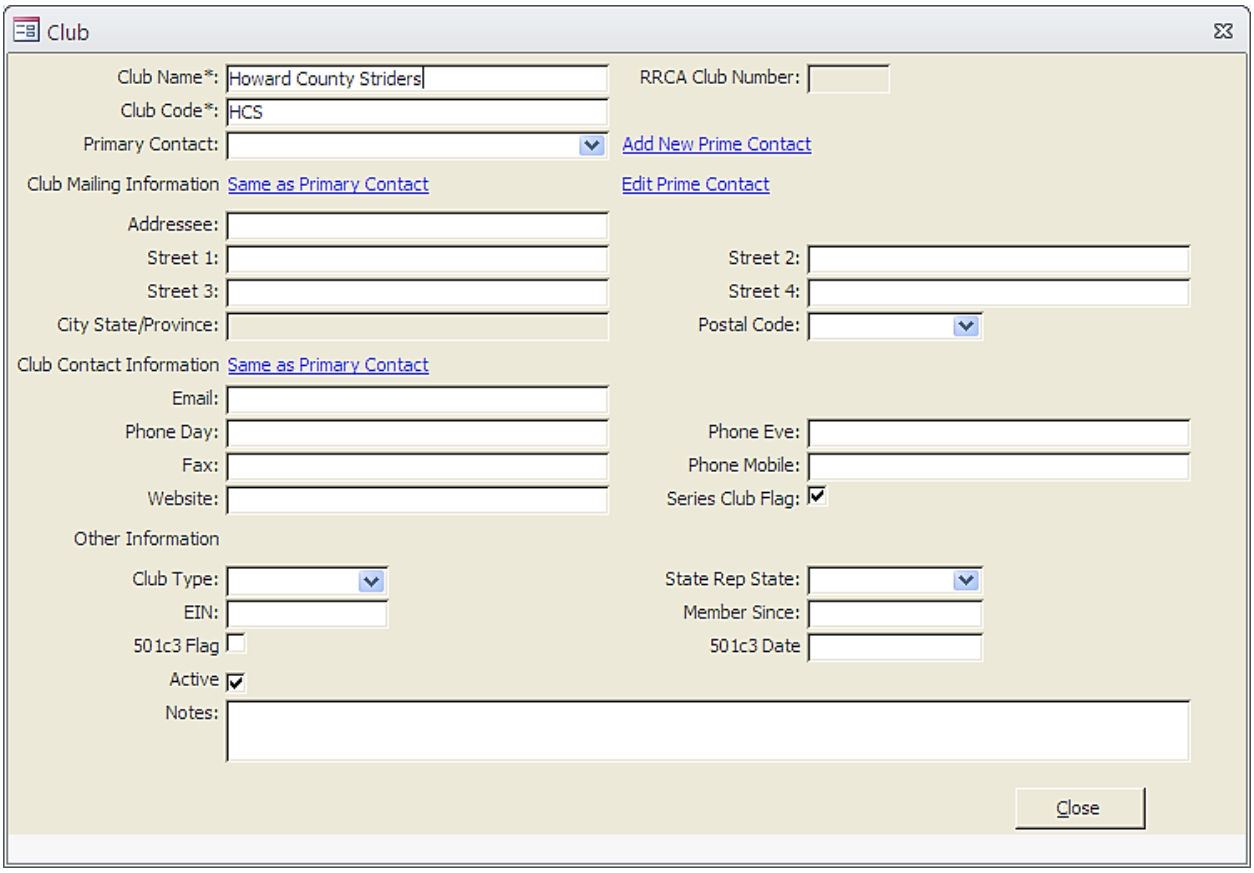
The Club Screen provides the capability to manage additional information regarding clubs. Club contacts, mailing addresses, and other information can be added via the Club screen.

How to Get Here

Select ADD NEW from the Clubs screen's.

Select EDIT from the Clubs screen's.

Full navigation: Main Menu > UTILITIES> GENERIC SUPPORT TABLES (select tbl_club)> EDIT or ADD NEW



Step By Step

Update on screen data.

Select CLOSE to close the screen and return to the Clubs Screen.

Command Buttons

CLOSE returns the user to the Clubs Screen.

Series Overview

RaceTrak provides series scoring for a variety of needs and situations, ranging from simple to complex. Series can merely track totals or compile times for participants over the years for races in a series. Series can be set up to assign and compile series points to individuals and teams in a series of races.

Note: While RaceTrak allows a race to be associated with one or more series, RaceTrak users will generally associate a race with just one series.

Depending on series scoring needs, RaceTrak users may need to perform one or more of the following steps to setup a series.

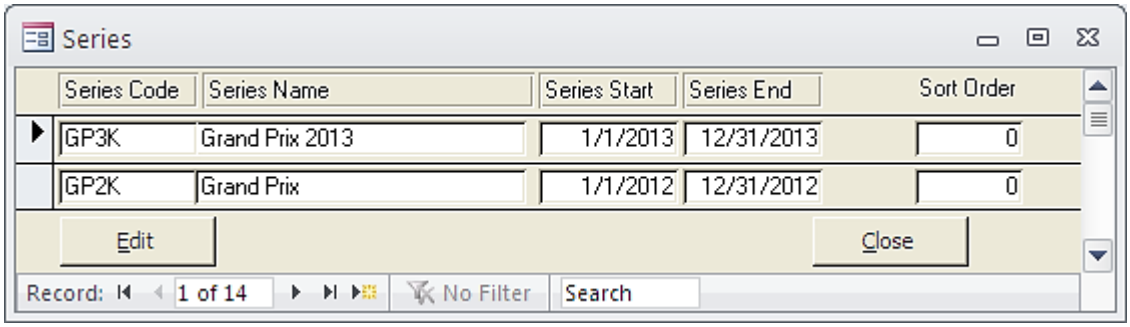
- Create a series in Main Menu > Utilities > select tbl_series from the Generic Support Tables list box and optionally configure additional series-wide settings:
    - Configure extended series parameters via Main Menu > Utilities > tbl_series > EDIT > Series Tab. Configure a the "age by date" from which RaceTrak calculates the runner's series age, whether to use the series age (requires runners to be pre-registered into the series) or runner's race day age, and whether runners need to pre-registered for the series.
    - Configure series team categories via Main Menu > Utilities > tbl_series > EDIT > Series Team Categories Tab. Series team categories must be setup if you plan on scoring teams in a series.
    - Configure series teams via Main Menu > Utilities > tbl_series > EDIT > Series Teams Tab.
    - Generate reports across the entire series via Main Menu > Utilities > tbl_series > EDIT > Series Reports Tab.
- Associate the series to a race (Main Menu > RACE MANAGEMENT > (select a race) EDIT > Series Tab) and optionally configure additional series settings for a given race:
    - Configure series awards for a race in Main Menu > RACE MANAGEMENT > EDIT > Series Tab > SERIES AWARDS FOR THIS RACE > Race Series Awards Tab, which allows the setup of series awards with points for various award categories for this race. Note: awards are issued by point (where higher is better), then value order (where lower is better). This is different from standard race awards which are issued in award value only.
    - Configure series team slots for a race in Main Menu > RACE MANAGEMENT > EDIT > Series Tab > SERIES TEAM SLOTS FOR THIS RACE > Race Series Team Slots List. Team slots allow RaceTrak users to specify points for teams by team category. For example, the first place coed series team for this race may get 10 points, the second place team 9 points, and so on.
    - Review and edit race series results settings and generate series results reports for a race in Main Menu > RACE MANAGEMENT > EDIT > Series Tab > RACE SERIES RESULTS/REPORTS > Race Series Results.
- Optionally, register runners to a series so only those runners are included in the series results. (This step is not necessary if series settings allow any runner to count in the series scoring.) Runners can be added to during the Registration process (Main Menu > REGISTRATION) or via Main Menu > RUNNER MANAGEMENT and selecting the SERIES button on the Registration/Runner screen. For each series, the runner can have a series age and be associated with a series club team. Note: while RaceTrak automatically calculates runner's series age on initial creation of the runner's series record, users must manually change this age if the runner's date of birth changes.

Series List Screen

The Series List Screen provides the capability to add, modify, and maintain Series data for use in conjunction with the Race Management (for Series) Screen functions. Before associating a race with a series, the series must be created in the Series Screen.

How to Get Here

The Series List Screen is accessed from the Utility List Screen upon selecting tbl_series.



Fields

Field Name	Reqd?	Description
Series Code	Yes	The abbreviated code name for the series.
Series Name	No	Descriptive name for the series.
Series Start Date	No	The starting date for the series.
Series End Date	No	The ending date for the series.
Sort Order	No	How the data is sorted when selecting from various RaceTrak screens, where the lower value is displayed first.

Step By Step

To add basic data for a new Series, click the fast forward button at the bottom of the screen (or press [PAGE DOWN]) until an empty record line with an asterisk is displayed. Enter the appropriate Series data.

To modify an existing Series, click the fast forward button at the bottom of the screen (or press [PAGE DOWN]) until the desired record is displayed. Position the cursor on the record and enter the appropriate changes.

Select EDIT to display the Series Screen with additional options to configure the Series.

CLOSE returns the user to the Race Utility List Screen.

Series Screen Tab

The Series Screen provides the capability to configure additional Series scoring data.

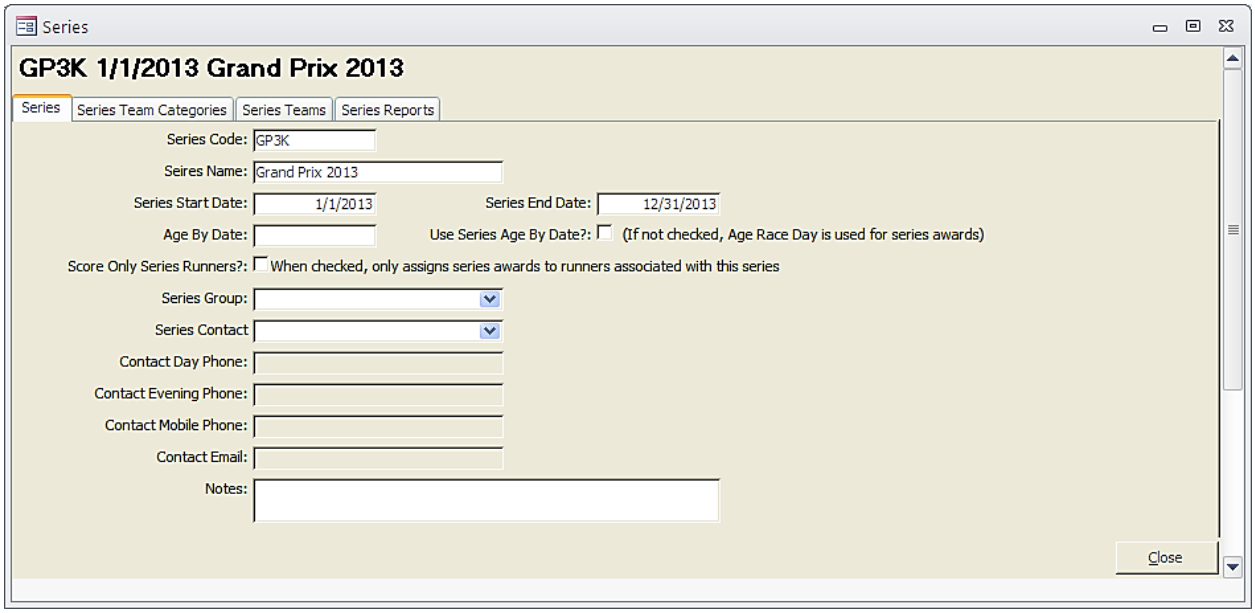
How to Get Here

The Series Screen is accessed from the Series List Screen upon selecting EDIT.

Full navigation:

Utilities > (select tbl_series) Series List > EDIT

Race Management > (select your race) EDIT > Race Series Tab > EDIT (a selected race series)



Fields

Field Name	Reqd?	Description
Series Code	Yes	The abbreviated code name for the series.
Series Name	No	Descriptive name for the series.
Series Start Date	No	The starting date for the series.
Series End Date	No	The ending date for the series.
Age By Date	No	The date from which a runners age is calculated.
Use Series Age By Date	No	Determines if race day age or age by date will be used in Series scoring.
Score Only Series Runner	No	When checked, will only score runners who are associated with this series. Runners can be associated with a series via Runner Management and Registration screens via the SERIES button. Each runner can be associated with one or more series. For each series, the runner can have a series age and be associated with a series team. Note: while RaceTrak automatically calculates runner's series age on initial creation of the runner's series record, users must manually change this age if the runner's date of birth changes.
Series Group	No	The series group (if any) that the race is associated.
Series Contact	No	The individual who is in charge of the series (can be created in Runner Management).

Contact Day Phone	No	The contact’s day phone number.
Contact Evening Phone	No	The contact’s evening phone number.
Contact Mobile Phone	No	The contact’s mobile phone number.
Contact Email	No	The contact’s email address.
Notes	No	Notes or comments regarding the series.

Step By Step

Add new data as required. See field definitions and Series Overview.

CLOSE closes the current screen and returns to the previous screen.

Series Team Categories Tab

The Series Team Categories Tab provides the capability to configure the scoring rules for teams in this series.

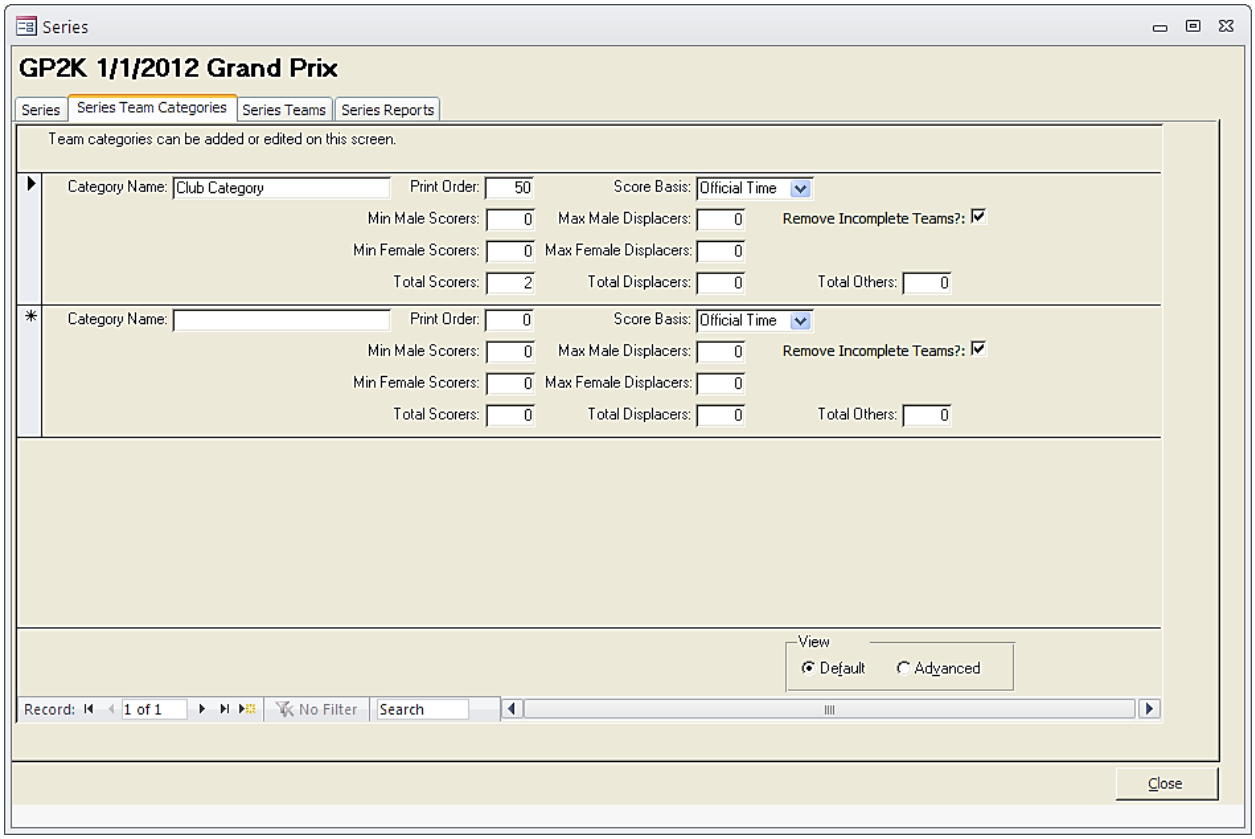
How to Get Here

The Series Team Categories Tab is accessed from the Series Screen Tab.

Full navigation:

Utilities > (select tbl_series) Series List > EDIT and select the Series Team Categories Tab

Race Management > (select your race) EDIT > Race Series Tab > EDIT (a selected race series) and select the Series Team Categories Tab



Step by Step

Configure the team categories for teams in this race. Please refer Race Team Categories (in Race Management) as these two functions work in the same way.

CLOSE returns the user to the previous screen.

Series Teams Tab

The Series Teams Tab provides the capability to setup teams in this series.

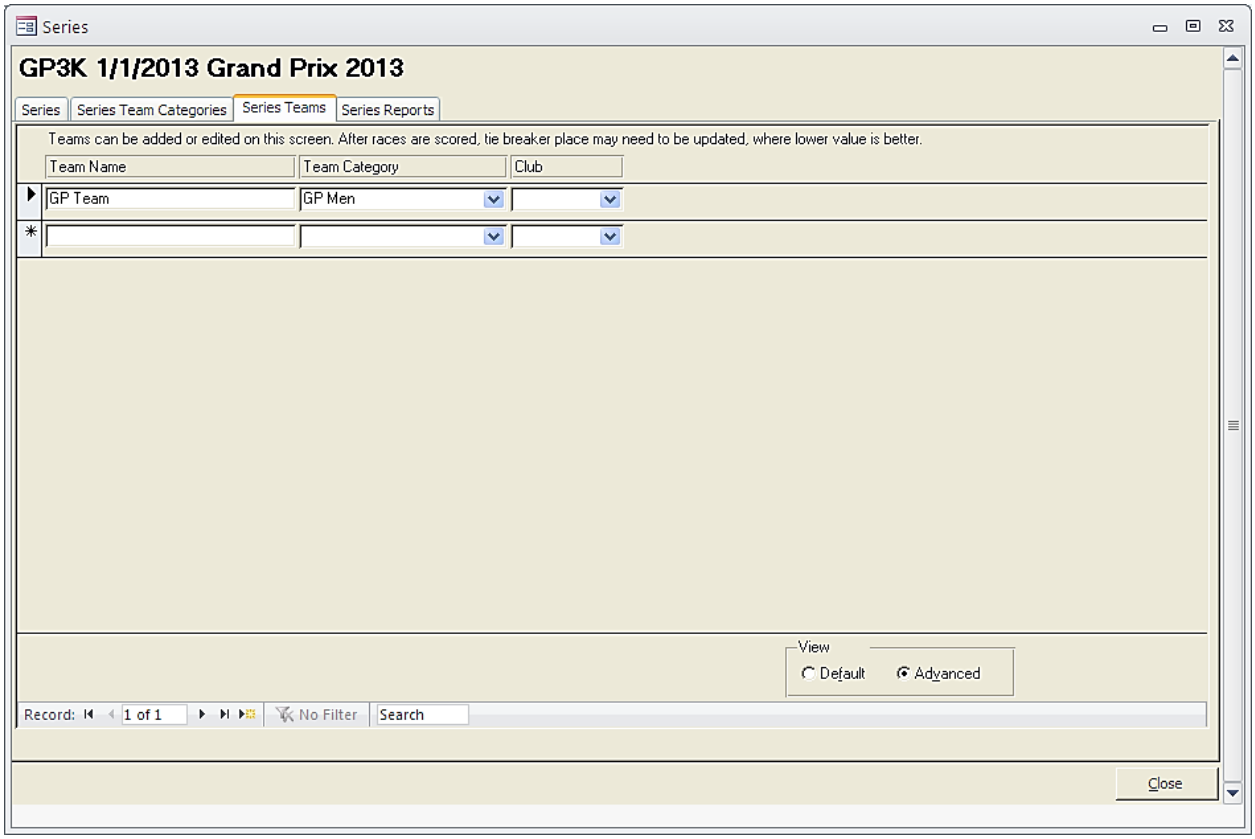
How to Get Here

The Series Teams Tab is accessed from the Series Screen Tab.

Full navigation:

Utilities > (select tbl_series) Series List > EDIT and select the Series Teams Tab

Race Management > (select your race) EDIT > Race Series Tab > EDIT (a selected race series) and select the Series Teams Tab



Step by Step

Enter new series teams and assign a series Team Category.

CLOSE returns the user to the previous screen.

Series Reports Tab

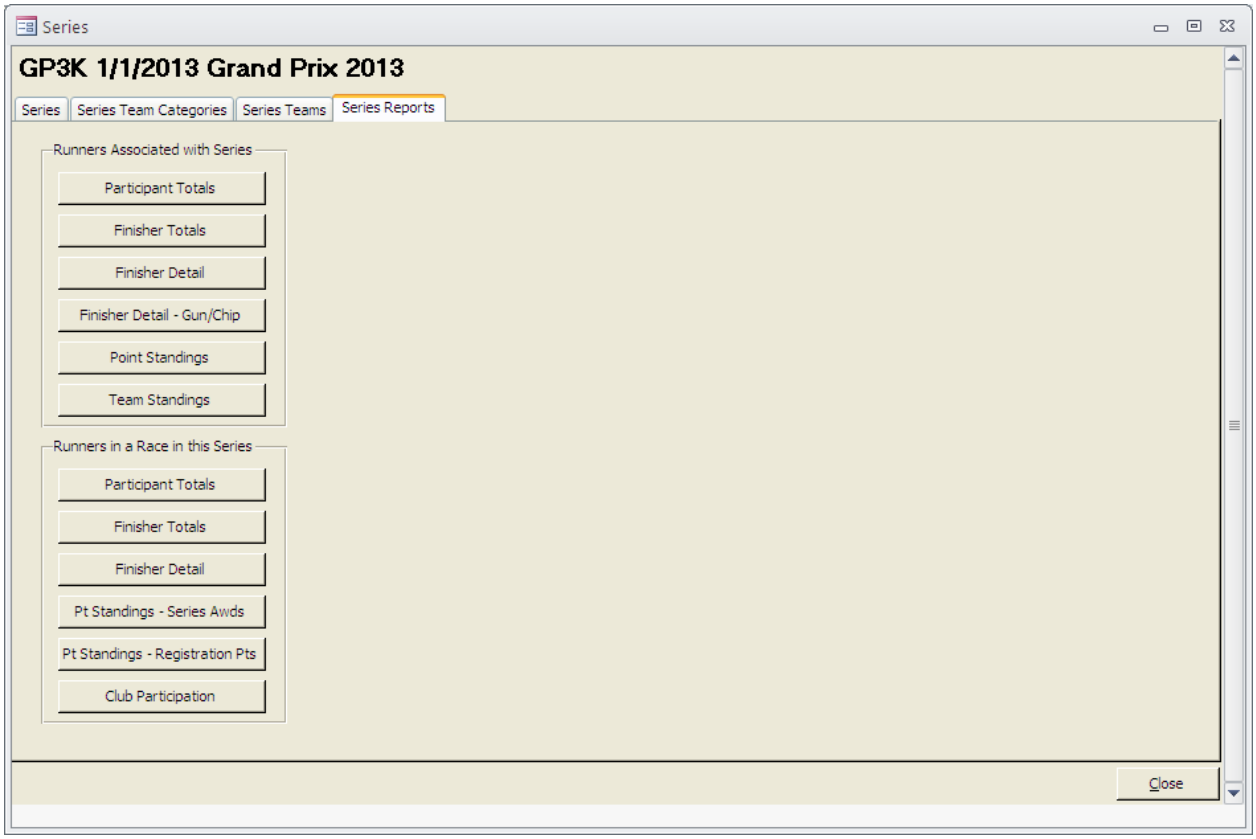
The Series Reports Tab provides the capability to view reports for the series.

How to Get Here

The Series Reports Tab is accessed from the Series Screen Tab.

Full navigation 1: Main Menu > Utilities > (select tbl_series) Series List > EDIT and select the Series Reports Tab

Full navigation 2: Main Menu > Race Management > (select your race) EDIT > Race Series Tab > EDIT (a selected race series) and select the Series Reports Tab



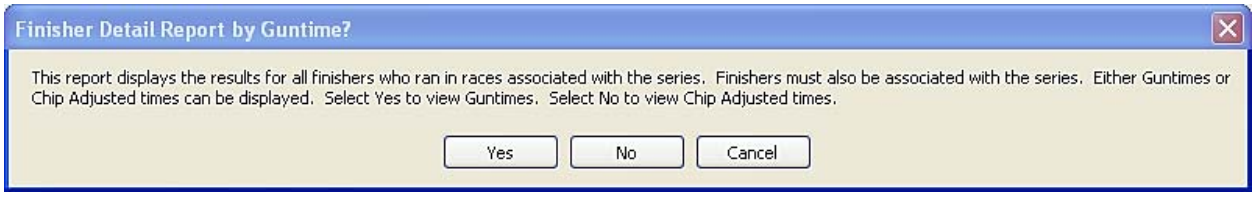
Step by Step

Runners Associated with Series reports only show those runners who are associated with the series.

PARTICIPANT TOTALS displays a report listing all runners who participated in a given series, with options to sort by name or number of races.

FINISHER TOTALS displays a report listing all runners who finished in a given series, with options to sort by name or number of races.

FINISHER DETAIL displays a report listing results for runners in a given series, with options to view gun times or chip times.


Finisher Detail Report by Guntime?
This report displays the results for all finishers who ran in races associated with the series. Finishers must also be associated with the series. Either Guntimes or Chip Adjusted times can be displayed. Select Yes to view Guntimes. Select No to view Chip Adjusted times.
Yes
No
Cancel

FINISHER DETAIL GUN/CHIP displays a report listing gun and chip times for runners in a given series, sorting the data by runner name.

POINT STANDINGS displays a report listing series' point standings, with options to sort by points or to sort by points within award category.

TEAM STANDINGS displays a report listing team point standings, grouped by team category.

Runners in a Race in this Series reports show any runners who ran in a race in this series (as designated in

PARTICIPANT TOTALS displays a report listing all runners who participated in a given series, with options to sort by name or number of races.

FINISHER TOTALS displays a report listing all runners who finished in a given series, with options to sort by name or number of races.

FINISHER DETAIL displays a report listing gun and chip results for runners in a given series.

POINT STANDINGS AWARD SERIES displays a report listing series' point standings, with options to sort by points or to sort by points within award category.

POINT STANDINGS REGISTRATION PTS displays a report listing series' point standings as designated in the registration screen (and not as calculated using series points scoring).

CLUB PARTICIPATION displays a report listing total club participation for registrants in this series (as determined by the registrant’s club).

CLOSE returns the user to the previous screen.

Reports/Labels Overview

RaceTrak provides a wide selection of reporting features, which include professionally formatted reports, labels, spreadsheet-like query results, and direct outputs to popular file formats. In addition, most reports are customizable and RaceTrak offers Custom Reports for generating queries based on user selected settings.

Most RaceTrak reports are found in the Reports/Labels module, but other reports can be found in:

- Race Management>Random Prizes Tab (Random Report)
- Race Management>Registrants Tab>(Build Member List for “club membership races”)
- Race Management>Registrants Tab>(RRCA Output for “club membership races”)
- Race Management>Registrants Tab>Club Mailings (Letters, Labels, and Envelopes can be produced for “club membership races)
- Race Management>Registrants Tab>(select an existing registrant and select History Report)
- Race Management>Series Tab>(select an existing series and select Race Series Results/Reports; please see Series Overview and related series screens)
- Results Processing>Reconcile>(provides several reports regarding times and bib scans)

Reports/Labels

The Reports/Labels module provides the capability to generate most of the reports, labels, and various outputs you will use in RaceTrak.

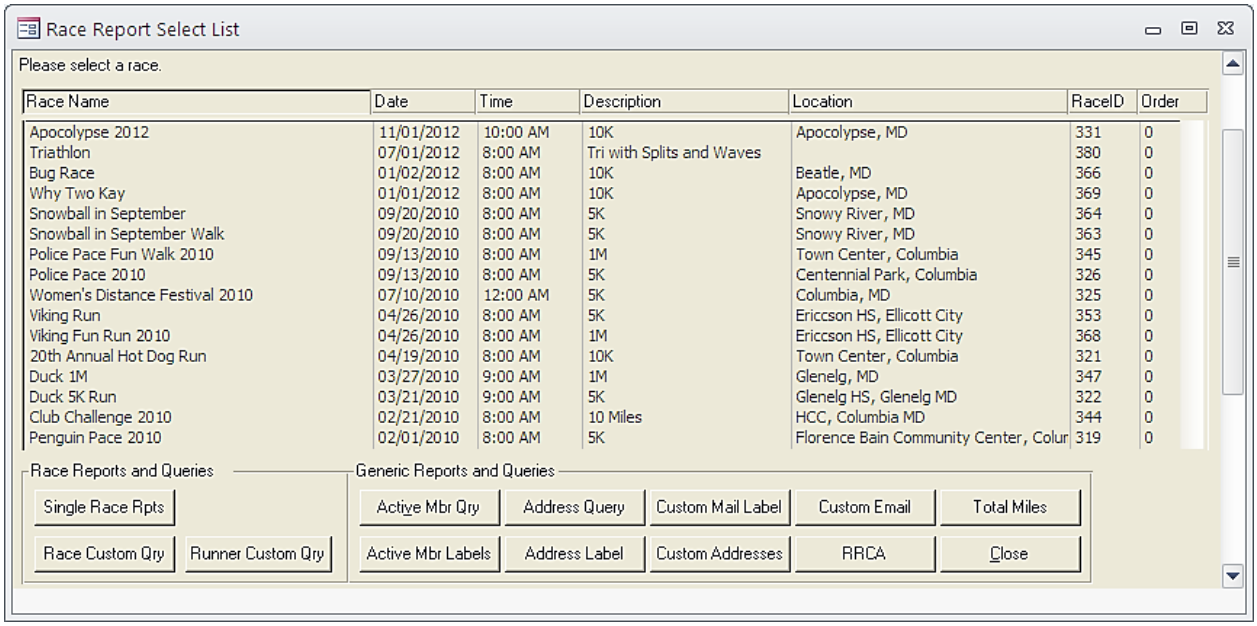
Race Report Select List Screen

The Race Report Select List Screen is the starting point to access most RaceTrak reports and labels. The most widely used reports are generally those for a specific race, so RaceTrak users will generally select a race and then select Single Race Reports to generate reports for a given race.

How to Get Here

The Race Report Select List Screen is accessed from the Main Menu.

Full navigation: Main Menu > REPORTS/LABELS.


Race Report Select List
Please select a race.
Race Name
Date
Time
Description
Location
RaceID
Order
Apocolypse 2012 11/01/2012 10:00 AM 10K Apocolypse, MD 331 0
Triathlon 07/01/2012 8:00 AM Tri with Splits and Waves 380 0
Bug Race 01/02/2012 8:00 AM 10K Beatle, MD 366 0
Why Two Kay 01/01/2012 8:00 AM 10K Apocolypse, MD 369 0
Snowball in September 09/20/2010 8:00 AM 5K Snowy River, MD 364 0
Snowball in September Walk 09/20/2010 8:00 AM 5K Snowy River, MD 363 0
Police Pace Fun Walk 2010 09/13/2010 8:00 AM 1M Town Center, Columbia 345 0
Police Pace 2010 09/13/2010 8:00 AM 5K Centennial Park, Columbia 326 0
Women's Distance Festival 2010 07/10/2010 12:00 AM 5K Columbia, MD 325 0
Viking Run 04/26/2010 8:00 AM 5K Ericcson HS, Ellicott City 353 0
Viking Fun Run 2010 04/26/2010 8:00 AM 1M Ericcson HS, Ellicott City 368 0
20th Annual Hot Dog Run 04/19/2010 8:00 AM 10K Town Center, Columbia 321 0
Duck 1M 03/27/2010 9:00 AM 1M Glenelg, MD 347 0
Duck 5K Run 03/21/2010 9:00 AM 5K Glenelg HS, Glenelg MD 322 0
Club Challenge 2010 02/21/2010 8:00 AM 10 Miles HCC, Columbia MD 344 0
Penguin Pace 2010 02/01/2010 8:00 AM 5K Florence Bain Community Center, Colur 319 0
Race Reports and Queries
Single Race Rpts
Race Custom Qry
Runner Custom Qry
Generic Reports and Queries
Active Mbr Qry
Address Query
Custom Mail Label
Custom Email
Total Miles
Active Mbr Labels
Address Label
Custom Addresses
RRCA
Close

Step By Step

To access the report functions specific to a single race, select your race and select SINGLE RACE RPTS.

To access the report functions specific to a more than one race, select your races and select RACE CUSTOM QRY.

To access the report functions for runners (regardless of race), select RUNNER CUSTOM QRY.

Select one of the Generic Reports and Queries to run other reports.

Command Buttons

SINGLE RACE RPTS displays the Race Reports Screen for a selected race. ***Hint***: Single Race Reports are generally most widely used reports, offering over 70 race-specific reports/lables/outputs, many of which can be customized. This option is used to generate data for one race only.

RACE CUSTOM QRY displays the Race Custom Reports Screen, where queries for runners in the race(s) selected are available in the Report Name drop-down. This option is used to generate data for one or more races.

RUNNER CUSTOM QRY displays the Race Custom Reports Screen, where queries for runner data (regardless of race) are available in the Report Name drop-down. This option is used to generate data for any runners in your database, irrespective of races.

ACTIVE MBR QRY displays contact (name, address, phone, email) information for Current Club Members (those whose runner Current Club Member checkbox is checked and whose Mail Code is not "Never") in a spreadsheet-like format.

ACTIVE MBR LABELS displays address labels for Current Club Members, with a choice to send to individual members or their household. Note: households are only assigned when a person has a valid street address.

ADDRESS QUERY displays the various options for generating a spreadsheet-like view of mailing addresses of data in your database.

ADDRESS LABEL displays the various options for generating address labels for data in your database.

CUSTOM MAIL LABEL displays the Custom Output for Mailing Labels Screen where you can generate mailing labels filtered to your needs.

CUSTOM ADDRESSES displays the Custom Output for Output Screen where you can generate mailing address outputs filtered to your needs.

CUSTOM EMAIL displays the Custom Output for Email Screen where you can generate email outputs filtered to your needs.

RRCA builds a spreadsheet of Current Club Members in RRCA required format.

TOTAL MILES prompts you for date ranges and builds a listing of total miles for runners during that date range. Obtains data from as stored via the Runner Mileage Screen

CLOSE returns the user to the RaceTrak Main Menu Screen.

Race Report Screen

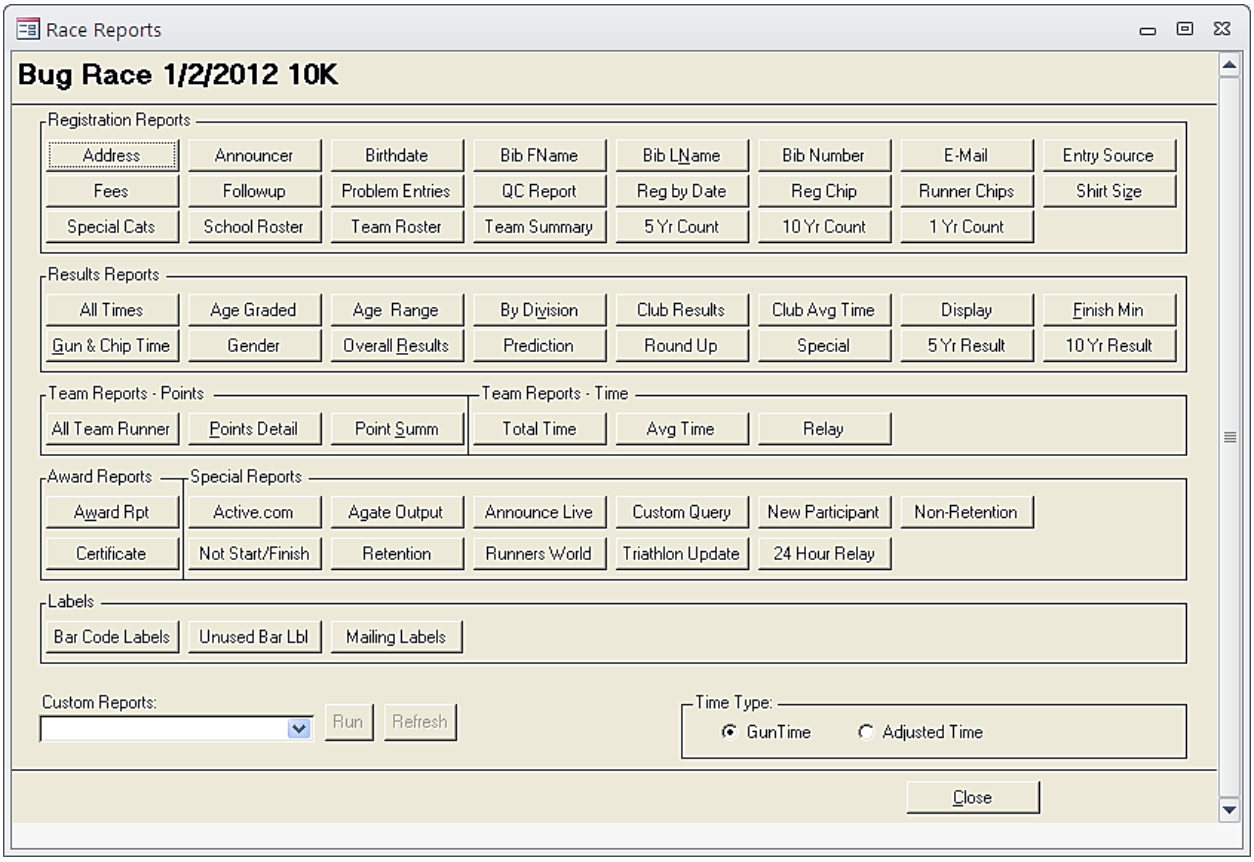
The Race Report Screen provides the capability to generate a number of powerful reports for a given race, grouped by report type (Registration, Results, Team, Labels, etc.) for a given race. Most reports are highly customizable, where you control the display of the output data. In addition, most reports allow you to save your data to common file formats, including text, spreadsheet, rich text, and portable document format (PDF).

Note: Two modes exist to display reports for GunTime or by Adjusted Time (when Chip or Wave adjustments are used).

How to Get Here

The Race Report Select List Screen is accessed from the Race Reports List upon selection of SINGLE RACE RPTS.

Full navigation: Main Menu > REPORTS/LABELS > (select your race) SINGLE RACE RPTS



Step By Step

If producing results reports, select Time Type to build reports for either GunTime or Adjusted Time.

Select the button for the desired report.

If producing Custom Reports, select a Custom Report from the drop-down and select Run.

Most RaceTrak reports are customizable and are preceded by the Race Reports Setting Screen, which allows users to customize, preview, and print awards for the selected race. In addition, most reports can be output to various file formats, including PDF, spreadsheet, text file, and rich text file.

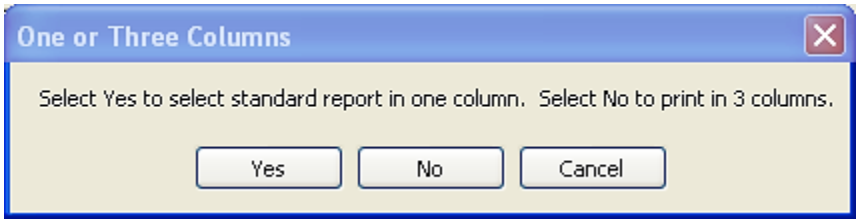
Some reports display data in a spreadsheet-like view. These column widths in this view can be adjusted and the entire set of data can be copied to spreadsheet programs. Select CTRL+P to print the spreadsheet-like reports.

Command Buttons

The following registration-related reports are provided:

ADDRESS opens the Race Report Settings Screen and subsequently displays a report listing all registrants in last name order with registrant bib, name, address, email, and phone information. This report can be used by medical staff or followup purposes to contact runners.

ANNOUNCER prompts you for display of one or three columns of data and then opens Race Report Settings Screen and subsequently displays a report listing all registrants. The single column report displays all registered runners in bib number order with registrant name, gender-age, hometown, and notes. The three column report displays all registered runners in bib number order with bib number, name, gender-age, and hometown. This report is for use by announcers or anyone needing a summary of registrants by bib number.



BIRTHDATE opens the Race Report Settings Screen and subsequently displays a report listing all registrants in birthdate order with bib number, name, birthdate, age, hometown, shirt size, and division. This report is intended to aid in finding registration data in the event that name data was mistyped.

BIB FNAME opens the Race Report Settings Screen and subsequently displays a report listing all registrants all registered runners in first name order with bib number, name, gender-age, hometown, and shirt size. This report is intended to aid in finding registration data in the event that last name data was mistyped.

BIB LNAME opens the Race Report Settings Screen and subsequently displays a report listing all registrants in last name order with bib number, name, gender-age, hometown, and shirt size. This report is intended for posting at packet pickup and race registration sites so that runners can determine their bib numbers.

BIB NUMBER opens the Race Report Settings Screen and subsequently displays a report listing all registrants in bib number order with bib number, name, gender-age, hometown, and shirt size. This report is intended as a quality control report on the data entry process.

E-MAIL opens the Race Report Settings Screen and subsequently displays a report listing all registrants in last name order with bib number, name, gender-age, and email address.

ENTRY SOURCE opens the Race Report Settings Screen and subsequently displays a report showing the totals of runners for each entry source.

FEES prompts user to display summary or detailed fees. The summary report provides breakdowns by fee type and overall totals. The detailed report provides breakdowns by fee type, lists each individual runner portion of the fee type, and overall totals.

FOLLOWUP opens the Race Report Settings Screen and subsequently displays a report listing all registrants requiring follow-up (whose registration Entry Complete is unchecked) in last name order with address, email, and phone.

PROBLEM ENTRIES opens the Race Report Settings Screen and subsequently displays a report listing incomplete registrations (no signature, no check, etc. whose Entry Complete is unchecked). The report displays registrants in name order with bib number, name, hometown, and notes.

QC REPORT prompts user to print in portrait or landscape (allows more data to be displayed) modes. Opens the Race Reports Settings Screen and subsequently opens a report listing all registrants in bib order, and displays the bib number, registrant name, gender-age, hometown, shirt size, and team. This report is used to review and confirm the correctness of registrant data.

REG BY DATE prompts user to display totals by day, hour, or group by month. Provides race directors a method to gauge daily registrations as well as race day registration. It also helps to identify manpower needs for upcoming races.

REG CHIP opens the Race Report Settings Screen and subsequently displays a report listing registrants with chip number for chip systems where the chip number is different than the bib number.

RUNNER CHIPS provides prompts user to display all runners and their assigned chips or only runners without chips. This spreadsheet-like report is used for chip systems where the chip number is different from the bib number.

Runner Chips
Select Yes to show all runners and chips assigned to them for this race. Select No to show only runners without chips.
Yes
No
Cancel

SHIRT SIZE opens the Race Report Settings Screen and subsequently displays a report listing the total number and percentages of shirts size requests. This report provides race directors a history of shirt sizes as well as a method to gauge future shirt orders.

SPECIAL CATS opens the Race Report Settings Screen and subsequently displays a report listing all runners assigned to special codes. Grouped by Special Category.

SCHOOL ROSTER prompts user for inserting a page break between teams and then opens the Race Report Settings Screen. Subsequently displays a report listing a report listing all team members signed up for teams. The report is grouped by team category and team, listing the team members' bib, name, gender, and scholastic grade. This report helps team captains ensure that all team members properly entered the race.

TEAM ROSTER prompts user for inserting a page break between teams and then opens the Race Report Settings Screen. Subsequently displays a report listing a report listing all team members signed up for teams. The report is grouped by team category and team, listing the team members' bib, name, gender, and age. This report helps team captains ensure that all team members properly entered the race.

TEAM SUMMARY opens the Race Report Settings Screen and subsequently displays a report listing teams and their total team members grouped by team category. This report helps race directors quickly determine how many "qualified" teams have entered the race.

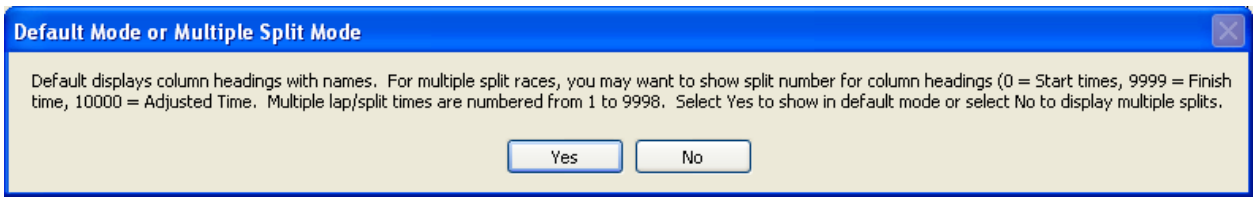
5 YR COUNT opens the Race Report Settings Screen and subsequently displays a report listing total registrants in five year increments and provides race directors with both a snapshot of participants. Note: the report can be customized to further breakdown by Gender by selecting Group By Gender.

10 YR COUNT opens the Race Report Settings Screen and subsequently displays a report listing total registrants in ten year increments and provides race directors with both a snapshot of participants. Note: the report can be customized to further breakdown by Gender by selecting Group By Gender.

1 YR COUNT opens the Race Report Settings Screen and subsequently displays a report listing total registrants in one year increments and provides race directors with both a snapshot of participants. Note: the report can be customized to further breakdown by Gender by selecting Group By Gender.

The following results-related reports are provided:

ALL TIMES prompts user to display results with split name or split number (useful when multiple splits are taken in a race). Presents data in spreadsheet-like format, which can be printed (CRTL+P) or copied to spreadsheet. Column widths can be adjusted. Displays all results from the first to last recorded finisher. This report shows division, runner name, gender, age, scholastic grade, club, team, hometown, adjusted time, official time, adjusted place, and official place. If split times have been recorded, the split time and split place are displayed with each runner.


Default Mode or Multiple Split Mode
Default displays column headings with names. For multiple split races, you may want to show split number for column headings (0 = Start times, 9999 = Finish time, 10000 = Adjusted Time. Multiple lap/split times are numbered from 1 to 9998. Select Yes to show in default mode or select No to display multiple splits.
Yes
No

AGE GRADED opens the Race Report Settings Screen and subsequently displays a report listing age graded runner times and positions. Note: Age grading is only applied to runners who match the age grade criteria for the age standard specified. For example, if age grades start at age 50 and end at 60 for men, only men aged 50 to 60 will appear on the report. If RaceTrak cannot determine the Age Grade to use (based on distance you've setup for your race), you will be prompted for the appropriate age grade code as maintained in the Age Grade of Utilities (where you can add your own age grades or update existing ones).

AGE RANGE opens the Race Report Settings Screen and subsequently displays a results report within a user-selectable age range. For example, all runners between 17 and 28 could be specified.

BY DIVISION opens the Race Report Settings Screen and subsequently displays a report that groups runners' results by division. The report provides a handy way to separately identify runners, wheelchair, challenged, etc., who have been entered in the same race but under different divisions.

CLUB RESULTS opens the Race Report Settings Screen and subsequently displays a report listing only runners whose registration includes a club. The runners are listed in finishing place order.

CLUB AVG TIME prompts user for Gun Time or Adjusted Time and then opens the Race Report Settings Screen. Subsequently displays a report that lists only runners whose registration includes a club. The runners grouped by club, and the club average time is calculated.

DISPLAY opens the Race Report Settings Screen and subsequently displays a report that displays results in a 12 point font report that lists race results that can be posted and viewed from several feet away.

FINISH MIN prompts user for Gun Time or Adjusted Time and then prompts to split by gender. Subsequently displays a report that lists the total number and the running total of finishers per minute. This report assists race directors in finish line management.

Use Official-Gun Times?
Select Yes to view by Official Times/Guntimes. Select No to view by Chip Adjusted times. Select cancel to print by time of day. To print the query results, use Control + P.
Yes
No
Cancel

GUN & CHIP TIME opens the Race Report Settings Screen and subsequently displays a report that displays results listing both Gun Time and Chip Adjusted Time.

GENDER opens the Race Report Settings Screen and subsequently displays a report that groups runners' results by division then gender.

OVERALL RESULTS opens the Race Report Settings Screen and subsequently displays a report that lists runners in order of finish. The place, runner name, gender-age, hometown, age category, age place, pace, and time are on the report. Users can select to show Gun Time or Chip Adjusted Time. Note: "Age Group" Award Categories must be properly designated in Utilities Award Categories and such awards must be setup in your race for results to display.

PREDICTION opens displays predicted results in a spreadsheet-like format. Registrants must have a Recent Time greater than 0 as specified in their registration data to be included in this report. RaceTrak displays results in the closest finisher to his or her predicted time. The difference in seconds displays negative times for runners whose time is earlier than their predicted time. Results can be by either GunTime or by Adjusted Time, based on the Time Type selected.

ROUND UP opens the Race Report Settings Screen and subsequently displays a report that lists runners in order of finish with their times rounded up to whole seconds per USATF guidelines. The place, runner name, gender-age, hometown, age category, age place, and rounded time are on the report. Users can select to show Gun Time or Chip Adjusted Time. Note: "Age Group" Award Categories must be properly designated in Utilities Award Categories and such awards must be setup in your race for results to display.

SPECIAL opens the Race Report Settings Screen and subsequently displays a report that lists runners grouped by Special Race Category then by the Special Item in the runners' order of finish for that category.

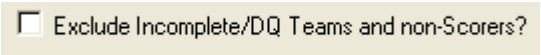
5 YR RESULT opens the Race Report Settings Screen and subsequently displays a report listing race results grouped by gender in five-year increments for all finishers.

10 YR RESULT opens the Race Report Settings Screen and subsequently displays a report listing race results grouped by gender in ten-year increments for all finishers.

The following team reports based on Points are provided.

ALL TEAM RUNNER opens the Race Report Settings Screen and subsequently displays a report all team finishers from first to last place within a Team Category. The runners position, team points, runner name, gender-age, team name, pace, time, and scorer type (Scorer, Displacer, or blank) are displayed on the report.

POINTS DETAIL opens the Race Report Settings Screen and subsequently displays detailed team standings based on total points for team scorers. Each team category is listed, followed by all teams within that category in total team point order (lowest points first). Then team members, with their team place, gender-age, team name, time, and Scorer type are listed. Please note that the Team Category's Remove Incomplete Teams default setting is checked (under Manage Races - Team Categories, Advanced Functions), and as such, RaceTrak eliminates incomplete teams from team scoring and runners on these teams will not be listed. Similarly, disqualified teams, set in the Race Management (for Team) Screen, are not officially scored. To show incomplete teams, change the Remove Incomplete Teams setting and recalculate race results. Then uncheck the Exclude Incomplete/DQ Teams and non-scorers.



POINT SUMM opens the Race Report Settings Screen and subsequently displays detailed team standings based on total points for team scorers. Each team category is listed, followed by all teams within that category in total team point order (lowest points first). Please see instructions regarding incomplete teams and disqualifications in Points Detail above.

The following team reports based on Time are provided.

TOTAL TIME opens the Race Report Settings Screen and subsequently displays detailed team standings based on total time for team scorers. Each team category is listed, followed by all teams within that category in total team time order (lowest total time first). Please see instructions regarding incomplete teams and disqualifications in Points Detail above.

AVG TIME opens the Race Report Settings Screen and subsequently displays detailed team standings based on the average time for team scorers. Each team category is listed, followed by all teams within that category in average team time order (lowest average time first). Please see instructions regarding incomplete teams and disqualifications in Points Detail above.

RELAY displays (and optionally prints) team standings based on total time for a team. Each team category is listed, followed by all teams within that category in total time order (lowest times first). Then team members are listed with their age and sex. RaceTrak can score relays in two ways: by adding up team members' times (typically only the final team member's time is recorded) or by associating bib and/or a timing chip with the team. Typically, the last runner's time is the total team time; however, if each leg is separately timed, be sure that the individual splits for each leg are recorded. Be sure to decide on a method to perform relay timing and do not mix methods within a given race.

Relay Report Type
Select Yes to view only teams, select No to view teams with all team members, or select Cancel to quit.
Yes
No
Cancel

The following award reports are provided.

AWARD RPT opens the Race Reports Setting Screen and subsequently displays the awards for you race. The reportis grouped by Award Category, showing award winners for each Award Category. The report displays the

award winner name, gender-age, hometown, place, and time. Note: the order of awards is determined by the Award Category sort order as specified in Utilities. The time displayed is the time setup for the award (GunTime or Adjusted Time).

CERTIFICATE displays (and optionally prints) individual certificates for award winners. The runner's name, award category, overall time, and overall place are on the report.

The following special reports are provided.

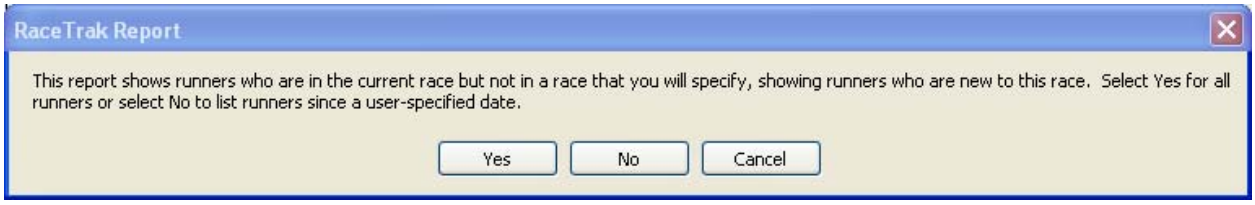
ACTIVE.COM generates a comma delimited text file which can be imported into the Active.com website. The file contains: bib, oplace, time, fname, lname, gender, age, city, state, zip, and country.

AGATE OUTPUT provides opens the Agate Report Format screen and subsequently displays a report in paragraph format. Note that you can save the report to various file formats and provide the data to entities such as newspapers who prefer the compressed data presented in this report.

ANNOUNCE LIVE opens the Announcer screen and allows announcers to enter a bib number and view information about the runner.

CUSTOM QUERY opens the Custom Reports Screen, which allows RaceTrak users to build spreadsheet outputs of selected fields in the sort order desired based on filters (if any) that have been setup. Please refer the instructions for the Custom Reports Screen for more information.

NEW PARTICIPANT opens the Race Reports Setting Screen and subsequently generates a report listing all runners who participated in the current race, but are not in another (user-selected) race. Users are prompted to further filter the data by date, finding only those runners added to the current race since a user-specified date.


RaceTrak Report
This report shows runners who are in the current race but not in a race that you will specify, showing runners who are new to this race. Select Yes for all runners or select No to list runners since a user-specified date.
Yes
No
Cancel

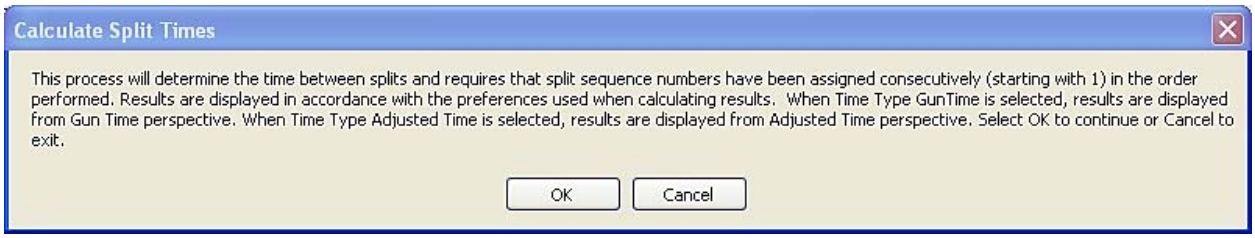
NON-RETENTION opens the Race Reports Setting Screen and subsequently generates a report listing all runners who participated in another (user-selected) race, but are not in the current race.

NOT START/FINISH Intended for use when chip start times are captured, displays in spreadsheet format runners who received a start time but not a finish time or runner who received a finish time but not a start time.

RETENTION opens the Race Reports Setting Screen and subsequently generates a report listing all runners who participated in another (user-selected) race, but are also in the current race.

RUNNERS WORLD generates a comma delimited text file which can be imported into the Runners World website. The file contains: first_name, last_name, address, city, state_province, postal_code, and email.

TRIATHLON UPDATE prompts user with informational message box and subsequently provides splits results in a spreadsheet format from which data can be copied and pasted into other Windows programs for analysis and custom reporting. The output includes identifiers showing the participant as a team or individual, the race name, the team or individual name, gender, age, division, division overall place, wave and penalty adjustments, and the time and place for each split. Once generated, users can use the qry_user_triathlon to view the same results and automatically save to spreadsheet file.


Calculate Split Times
This process will determine the time between splits and requires that split sequence numbers have been assigned consecutively (starting with 1) in the order performed. Results are displayed in accordance with the preferences used when calculating results. When Time Type GunTime is selected, results are displayed from Gun Time perspective. When Time Type Adjusted Time is selected, results are displayed from Adjusted Time perspective. Select OK to continue or Cancel to exit.
OK
Cancel

24 HOUR RELAY is intended for races such as 24 hour relay where the winner is determined by the number of laps, not the overall time. Times must be loaded as Lap Times during the reconciliation process and therefore laps must be setup in manage races prior to the race. RaceTrak users can run three lap reports available in the custom reports drop-down: rpt_user_result_lap (shows runner and his/her total laps), rpt_user_result_lap_individual (shows runner and the times for each lap), rpt_user_result_lap_team_relay_split (shows the team and the times for each lap).

CUSTOM REPORTS (drop-down) lists customized reports and queries created for RaceTrak users. These selections are prefaced by rpt_ or qry_. To run these, select an item from the dropdown and press the RUN button. Please do not confuse the Custom Reports drop-down with the Custom Reports Screen. Items in the Custom Reports drop-down are pre-built reports and queries that users can run; the Custom Reports Screen allows RaceTrak users to change display, sort orders, and filters of pre-built RaceTrak queries.

RUN is invoked when CUSTOM REPORTS drop-down is open. Runs the report created.

REFRESH not available at the time of writing this User's Manual. Intended for future use.

CLOSE returns the user to the Race Report List Screen.

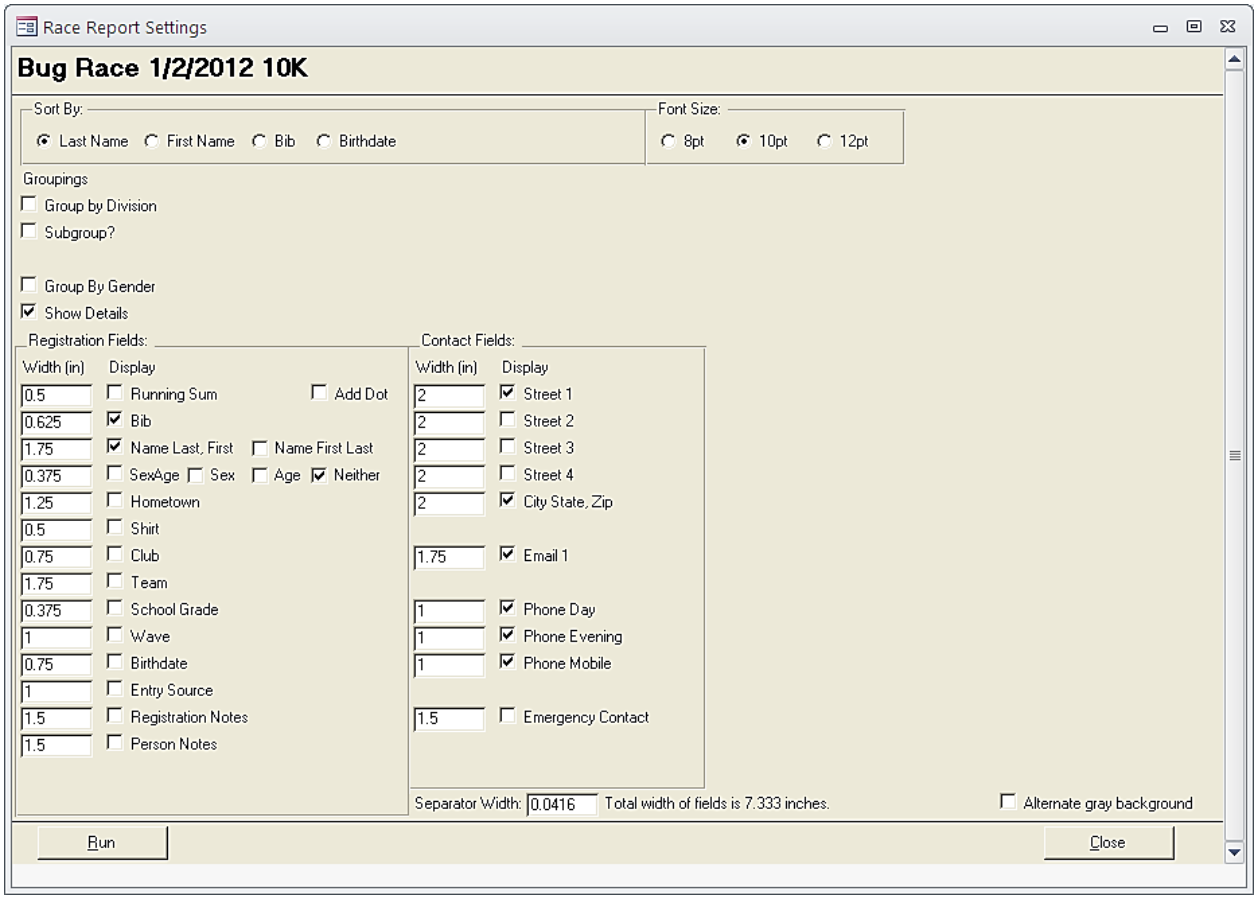
Race Report Settings Screen

The Race Report Settings Screen allows RaceTrak users to customize most RaceTrak reports. Through intuitive controls, RaceTrak users can hide fields, change field widths, set report sort order, group data, and more.

How to Get Here

The Race Report Settings Screen is accessed from most RaceTrak Reports. The Overall Results and Award reports are also accessible from the Results Processing Screen.

Full navigation: Main Menu > REPORTS/LABELS > (select your race) SINGLE RACE RPTS> Race Reports Screen (select a report - most reports can be customized and open the Race Report Setting Screen)



Step By Step

Select a Sort By option to sort the data on your report by the selected item.

Select a Font Size to increase or decrease the font size in the detailed section of the report.

Select a Grouping and desired subgrouping (if available) of your data. Group allow data to be listed under a heading; for example, you can group by gender to show a headings of F and M, with female and male runners respectively listed under each heading (group).

Select Show Details to list the detailed section of the report, usually the runners data. Uncheck to get a high level of various totals for the data.

Set the Separator Width (maximum) for each data field on your report. To display the field, check the Display checkbox.

Increase or decrease the Separator Width (how far apart one column is separated from the next). Note: most RaceTrak reports are displayed in Portrait Mode where up to 7.5 inches of data can be printed. A warning message is provided when this is exceeded. Note: the Registration QC Report can be run in Landscape mode.

Check the Alternate gray background to highlight every other line with a gray background.

Command Buttons

RUN generates the report per your settings and displays the report in preview mode.

CLOSE returns the user to the previous screen (most often the Race Report Screen).

Best Practices

The customized settings are not saved, so note your settings if you need to run a desired report again in the exact same format. Such settings can be described in the notes field for your race.

Custom Reports Screen

RaceTrak's Custom Reports Screen provides a powerful way to generate spreadsheet views and outputs where RaceTrak users can select the fields they want to display, the sort order of the data, and apply filters to the data to get exactly what they want.

New custom reports will be added all the time so please www.RaceTrakOnline.com for updates.

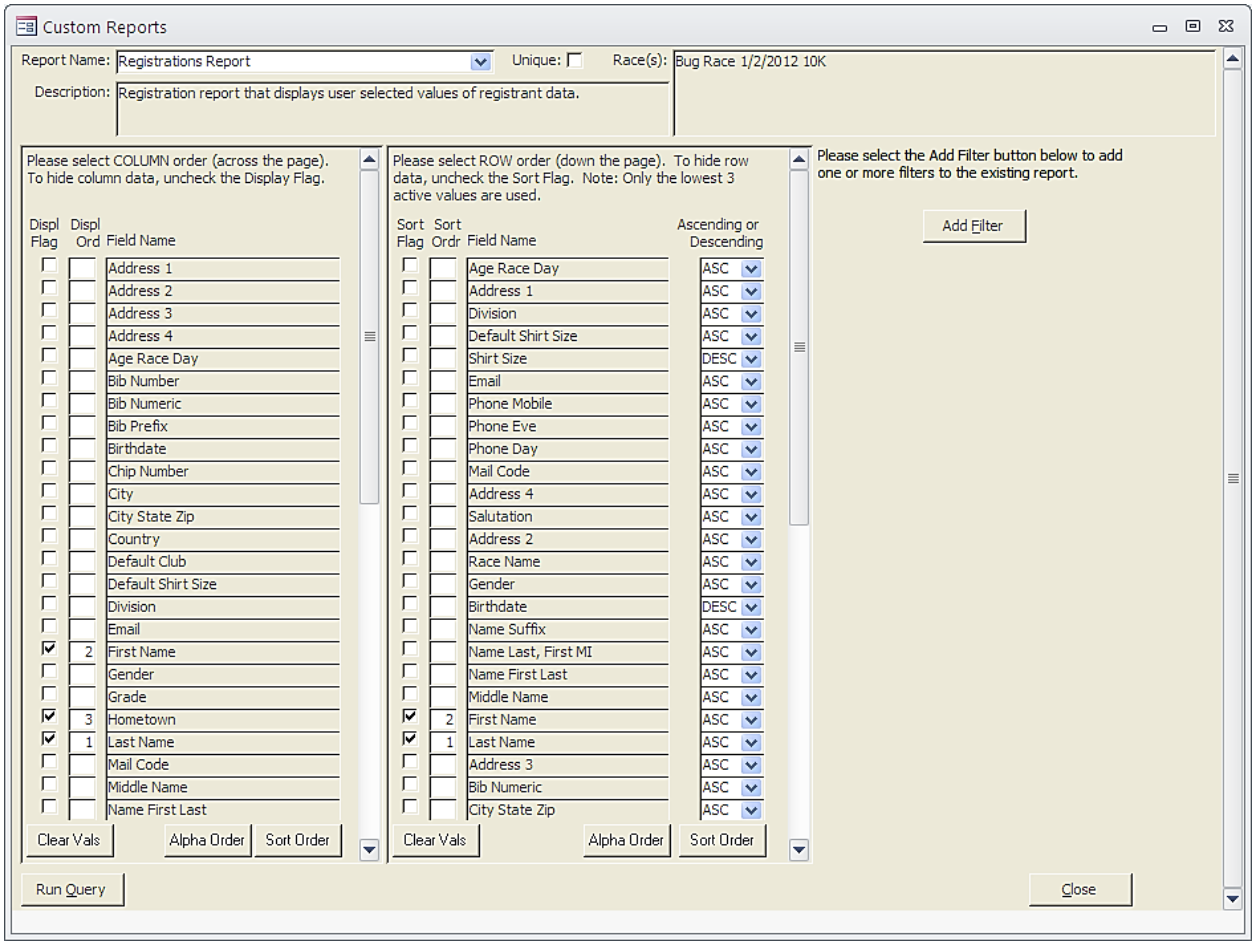
How to Get Here

The Custom Reports Screen is accessed from the Race Report Select List or the Race Reports Screen.

Full navigation: Main Menu > REPORTS/LABELS > (select your race) RACE CUSTOM QUERY (used to generate reports for one or more races)

Full navigation: Main Menu > REPORTS/LABELS > (select your race) SINGLE RACE RPTS > CUSTOM QUERY (used to generate reports for a single race)

Full navigation: Main Menu > REPORTS/LABELS > RUNNER CUSTOM QUERY (used to generate reports for any runners in your database, irrespective of races)



Step By Step

Select a report from the Report Name drop-down and review the report's description, which provides a summary of the report.

Review the Race(s) text box to ensure the correct race or races have been selected.

If you want to limit to unique outputs, check the Unique Checkbox.

Important: uniqueness is applied to data displayed. For example, if you display only the last name and the unique checkbox is checked, you would see only one Smith. However, if you added First Name to the display, then unique occurrences of people with last name Smith are displayed (but you would not see two John Smiths). Therefore, when displaying registration data, the checking unique is generally not a useful tool to limit your data.

Check the Displ Flag column to display the field on your output. Uncheck the checkbox to remove the field from your output.

Select the desired Displ Ord value to display the columnar position of the field. In the example above, the first column will be Last Name, the second First Name, and the third Hometown.

Check the Sort Flag column to apply a sort order for that field to your output. Uncheck the checkbox to remove the sort.

Select the desired Sort Ord value to display the columnar position of the field. In the example above, the data ill be sorted by Last Name, then First Name.

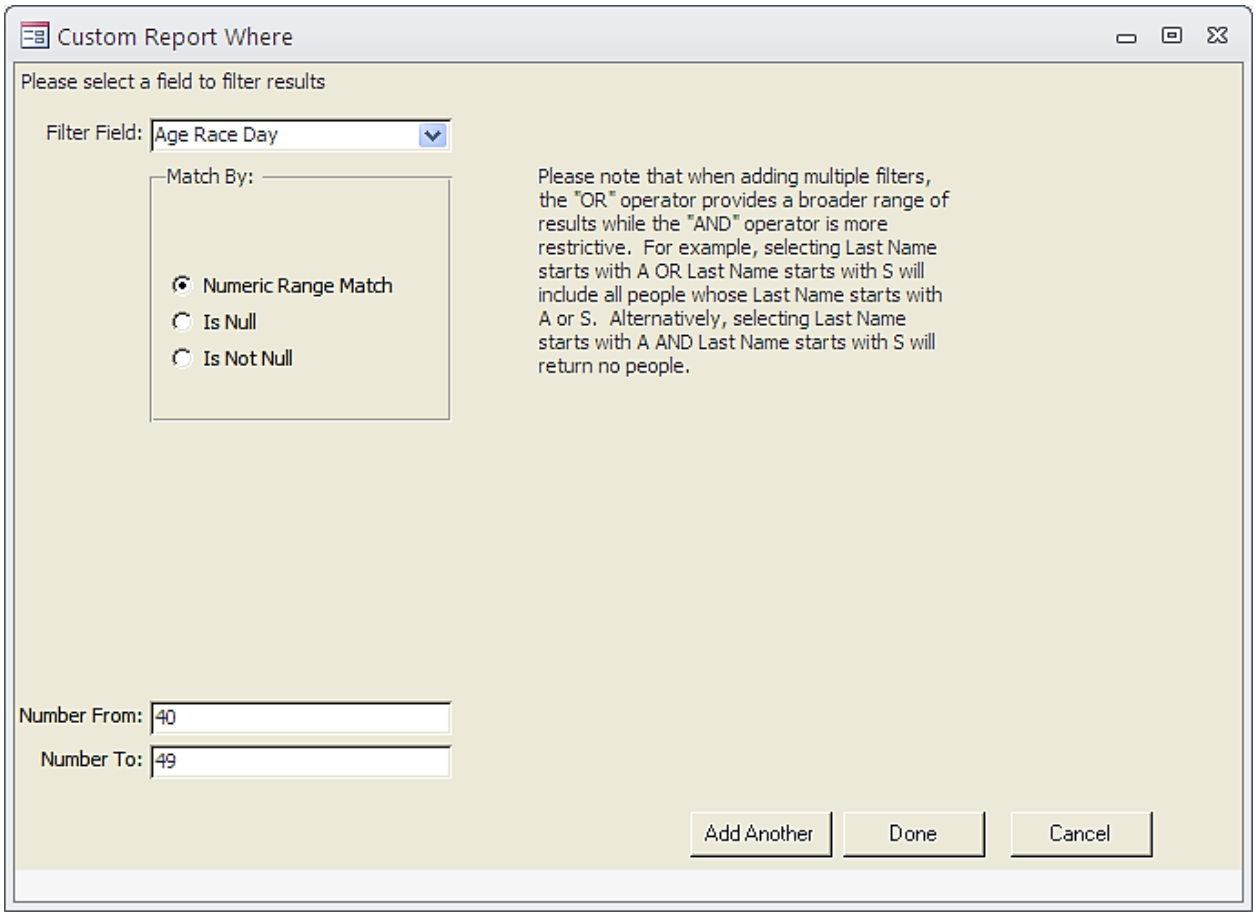
Select how the sort order will be applied: Ascending (from low to high) or Descending (high to low).

Use CLEAR VALS to clear all values in the respective window.

Use ALPHA ORDER to sort the values by name in the respective window.

Use SORT ORDER to sort the values by your sort order settings in the respective window.

Select ADD FILTER to setup and apply filters to your data. The Custom Report Where Screen is displayed, allowing RaceTrak users to limit the data in the output. For example, you could limit to runners whose Age Race Day is between 40 and 49. Note: RaceTrak users can Add Another filter, which prompts users for providing a more restrictive (but more reliable) "AND operator" or providing a less-restrictive "OR operator" and can provide unexpected results.


Custom Report Where
Please select a field to filter results
Filter Field:
Age Race Day
Match By:
Numeric Range Match
Is Null
Is Not Null
Please note that when adding multiple filters, the "OR" operator provides a broader range of results while the "AND" operator is more restrictive. For example, selecting Last Name starts with A OR Last Name starts with S will include all people whose Last Name starts with A or S. Alternatively, selecting Last Name starts with A AND Last Name starts with S will return no people.
Number From:
40
Number To:
49
Add Another
Done
Cancel

Select RUN QUERY to run the report.

Command Buttons

CLEAR VALS clears on-screen settings in the respective window.

ALPHA ORDER sorts the onscreen values based on name in the respective window.

SORT ORDER sorts the onscreen values based on sort order settings in the respective window.

ADD FILTER opens the Custom Report Where screen, which allows user to specify filters.

RUN QUERY runs generates a spreadsheet display of your data, with options to save the data to spreadsheet or delimited text file.

CLOSE returns the user to the previous screen.

Custom Output Screen

The Custom Output Screen provides a tool to generate file outputs and labels by race, location, club members, and more.

How to Get Here

The Custom Output Screen is accessed from the Registrants Tab/Screen Screen (membership races only), the Race Reports Screen, and the Race Report Select List Screen.

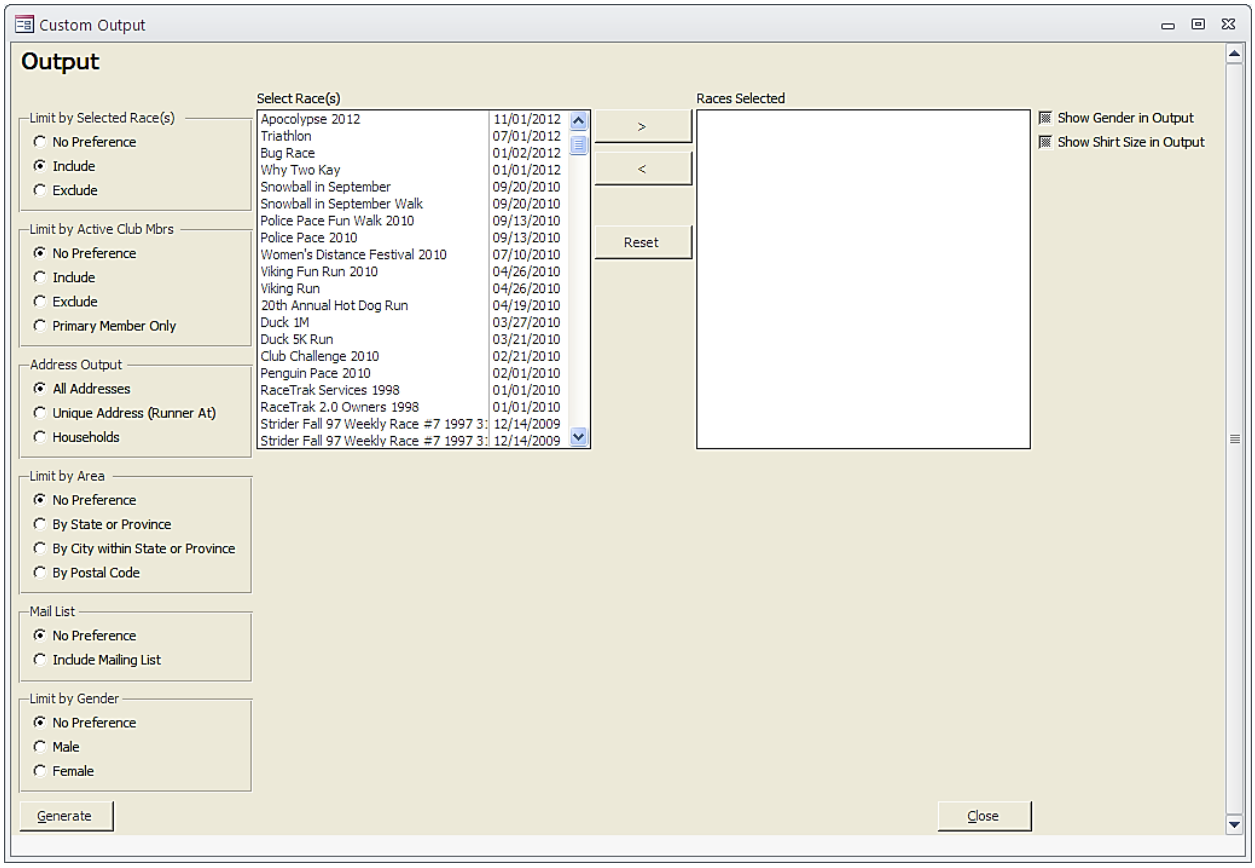
Full navigation: Main Menu > RACE MANAGEMENT > (select a membership race) EDIT > Registrants Tab > BUILD MBR LIST

Full navigation: Main Menu > REPORTS/LABELS > CUSTOM MAIL LABEL

Full navigation: Main Menu > REPORTS/LABELS > CUSTOM EMAIL

Full navigation: Main Menu > REPORTS/LABELS > CUSTOM ADDRESSES

Note: depending on the specific type of output the screen will display either Output or Mailing Label.



Step By Step

Use the on-screen selections to select the data you want in your output.

Select GENERATE to build your output.

Command Buttons

GENERATE builds the output based on user-selected settings.

CLOSE returns the user to the previous screen.

Registrant Import

Registrant Import allows RaceTrak users to import data from external sources such as the files created by online registration services. At the time of this document, the import file must be a comma separated value file (.CSV).

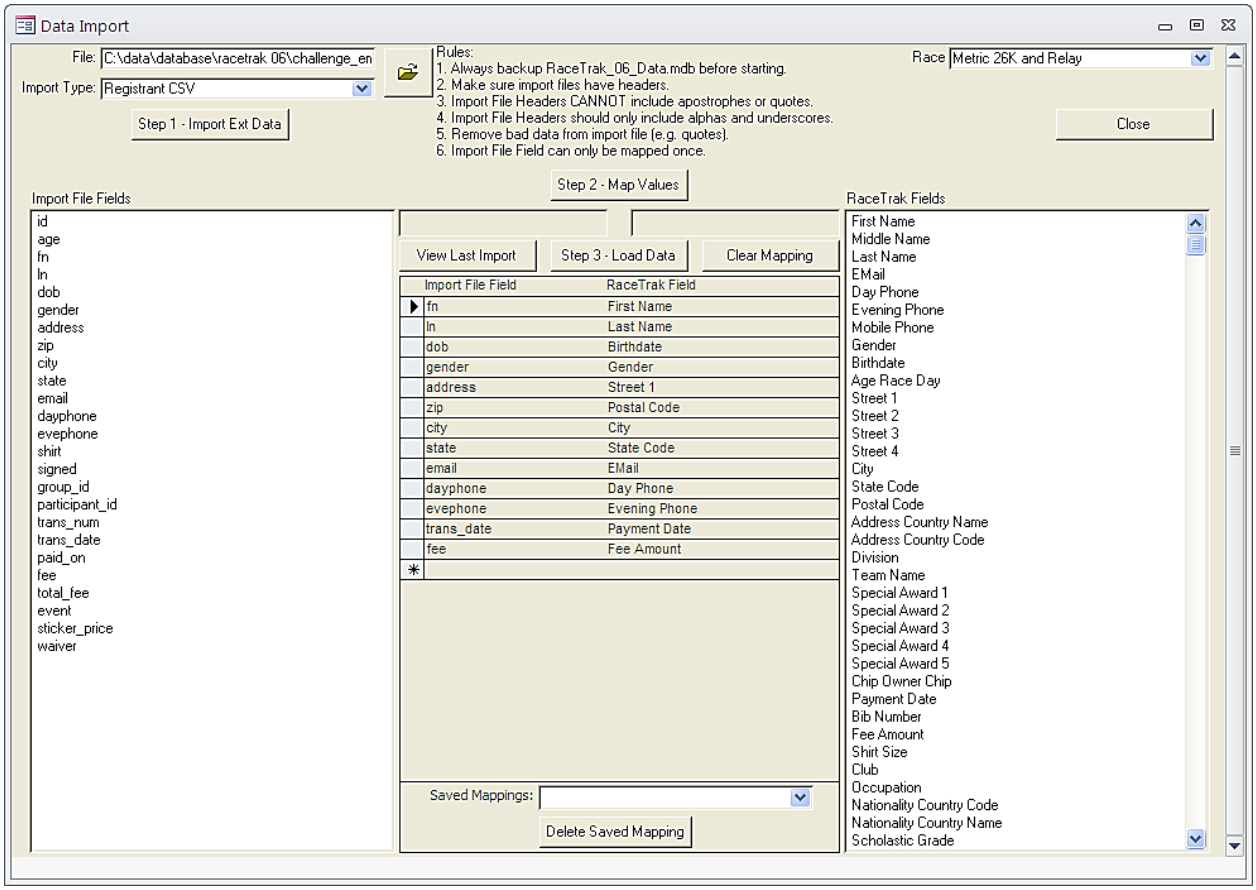
Data Import Screen

The Data Import Screen provides options for importing registrant and runner via mapping external file data to RaceTrak data. Users can save and re-use prior mappings.

How to Get Here

The Data Import Screen is accessed from the Main Menu.

Full navigation: Main Menu > REGISTANT IMPORT.



Step By Step

Always back-up your RaceTrak_06_Data.mdb data file before performing an import. You can back-up your RaceTrak data to a compressed file in Utilities.

Find the .csv file to be imported and select an Import Type. Be careful not to re-import data previously imported. The following import types are available: Registrant CSV, Person CSV, and Registrant - No Birthdate CSV.

- The Registrant CSV is the most common import type where a participant file is loaded into a given race. If RaceTrak finds one and only RaceTrak runner with the same name, gender, and birthdate combination as in the import file, RaceTrak will associate the import data with the RaceTrak runner. As the preferred method of collecting registrant data, this selection keeps duplicates to minimum.

- The Person CSV imports person runner data only, which does not get associated with a given race.
- The Registrant - No Birthdate CSV is similar to the Registrant CSV but does not perform a duplicate check on the date or birth, instead matching on name and gender. If RaceTrak finds one and only RaceTrak runner with the same name and gender combination as in the import file, RaceTrak will associate the import data with the RaceTrak runner. In all other situations, RaceTrak will create a new runner (so potential duplicates are more prevalent).

Review the on-screen Rules and ensure that your import file conforms to these rules:

- Back-up your RaceTrak_06_Data.mdb
- Import files must have headers.
- Import file header names cannot contain apostrophes (‘) or quotes (“).
- Import file header names should contain only letters and underscores.
- The import file cannot contain quotation marks. Please remove all quotes from the import file.
- Most fields can only be mapped once.
- If importing Recent Time (used for predicted times, predicted pace, personal record), the times in the import file must be formatted in of the following hhh:mm:ss, hh:mm:ss, h:mm:ss, mm:ss, or m:ss. Please note that decimal points are not imported.
- Depending on the file being imported, the import order may or may import data as expected. To ensure that your data imports in the order imported, the import file’s first column should include a fixed length numbers such as 1000001, 1000002, 1000003, etc. When imported this data will be converted text converted to a text equivalent and used to sort the data.

Select STEP 1 - IMPORT EXT DATA to import the data into RaceTrak readable format. After the data is imported, users can view the import data.

After completing step 1, you must map import values to those in RaceTrak. Not all fields need to be mapped. Select a field in the Import File Fields list and then select the associated field in the RaceTrak Fields list, and then select STEP 2 - MAP VALUES, which display the mapped fields in the center list.

- If you have previously saved a mapping for this file, use the saved mapping. *New in RT6.*
- If the Import File contains the new or different headings from a previously imported file, select CLEAR MAPPING to clear the current mapping.
- For any unmapped fields you wish to import, select a value from the left window (the import file) and a matching value on the right window (the RaceTrak field). Select STEP 2 - MAP VALUES to re-display the mapped value in the center window.
- Note that most values are limited to one-to-one mapping.
- Continue until all mappings are completed.
- To save the current mapping, provide a name for your mapping in the Saved Mappings drop-down and click an Import File Field or a RaceTrak Field. You will prompted to save this mapping, which can be reused. *New in RT6.*

Select STEP 3 - LOAD DATA to begin the import process. An error log will be created on your c:\ drive, listing warning level and critical level (runner or registrant failed) errors. Select a Race for Registrant files.

- If teams are specified, you will be prompted to confirm any new teams and assign them to a valid RaceTrak team category.
- At the end of import you will prompted on how to assign new bib numbers (alphabetically, import order, or by team).

- Review the error log, which includes significant data conversion failures. Warnings indicate that non-critical data was not successfully imported. Critical notations indicate that either the person or registration for that person could not be completed and will need to manually reconciled.

Command Buttons

STEP 1 - IMPORT EXT DATA imports a .csv file into a format that RaceTrak can read.

STEP 2 - MAP VALUES allows user to map fields in import file to their RaceTrak equivalent.

STEP 3 - LOAD DATA loads data into RaceTrak in accordance with mappings into RaceTrak fields.

VIEW IMPORT FILE displays the contents of the data from the .csv file.

CLEAR MAPPING clears the current mapping specification to allow the creation of a new spec.

DELETE SAVED MAPPING upon user confirmation, deletes a previously saved mapping.

CLOSE closes the current screen and returns to the Main Menu.

Best Practices

Always backup your data before importing.

It is best to map Names based on First and Last Name (not First, Middle, and Last).

If your race has multiple events/divisions, consider splitting your file for each event:

- Create a “clean” master version of your file (remove special categories, fix headings, etc).
- Copy the master for each event/division and name accordingly. Remove non-event participants so your file on contains the intended participants for the event/division for the file.
- Import each file separately.

When importing runner (e.g., person) data please note the following rules specific to the import of this data:

- When importing person data, if a match is found between the first name, last name, dob, and sex, the record is considered a match and the matched RaceTrak person record is used. Otherwise, a new person record is created. Therefore, if the import file does not include a DOB, all person records are added as new.
- The import program defaults to US Zip Code processing. If foreign postal codes are received, they are written to the “no zip” field to allow mailings, but do not use foreign postal code table data.
- First name and last must be in import file.
- If Person Sex is not in the import file, a value of U (for unknown) is written to the gender field for all runners.

When importing registrant data please note the following rules specific to the import of this data:

- Above runner rules must be satisfied.
- A race must be specified.
- The import program defaults to the Run division when no division is specified.
- Be sure to create a pool of bib numbers before importing data.
- When bib assignments are made the import program, the import program utilizes any “smart bib” settings and imports according to those rules. Further, the import will never use any bibs that have been previously assigned. The import will not assign reserved bibs unless the import file contains those bib numbers.
- If a DOB is available, RaceTrak will always automatically calculate the AgeRaceDay. Therefore, if AgeRaceDay is provided in the import file, it will be recalculated and overwritten by the RaceTrak import.

- AgeRaceDay cannot be less than 0 or greater than 150 and must be valid number. If data does not meet these rules, age is calculated as 0.
- If Team data is specified, a popup window will be presented and users must assign the team to a team category. Therefore, users must set up at least one Team Category before processing. After teams are imported, you will need to assign to correct category if that could not be determined during import.
- When importing Club, Occupation, Country (Nationality), Grade, and Entry Source, if a new value is encountered it is automatically imported to RaceTrak. Therefore, it is important that RaceTrak values for these fields be provided to preclude two codes for the same value. For example, if RaceTrak contains 9, 10, 11, 12 for school grades, you would want online service to use these same values and not use FR, SO, JR, and SR as this results in two values for the same data.

After importing, review your data to ensure that it imported as expected (go to Race Management > Registrants Tab).

After importing, review the error log text file.

Networking RaceTrak

Networking RaceTrak

RaceTrak is designed to be used in both standard and networked mode. In most cases, the networked mode is used only on race day where multiple users "point" their PCs to the master PC containing the RaceTrak database (RaceTrak_06_Date.mdb).

RaceTrak uses standard Windows networking features where computers are connected through a hub or router. Wireless connections should not be used as the underlying MS Access database is subject to major issues (performance and corruption) when using wireless.

Windows networking instruction is beyond the scope of this User's Manual. Please search the Internet for instruction on how to network and map a network drive for the Windows Operating System(s) that you will be using.

Please keep in mind the following regarding networking RaceTrak:

> RaceTrak must be installed on all PCs in the network.
>
> A Windows shared mapped folder must be setup for folder where the master database (RaceTrak_06_Data.mdb) resides (so client computers can access this file).
>
> When you install RaceTrak, the factory RaceTrak_06_Data.mdb file is loaded onto your computer along with other RaceTrak files.
>
> On opening RaceTrak, RaceTrak always looks for the RaceTrak_06_Data.mdb file, which contains all your races, runners, registrants, and results.
>
> If RaceTrak cannot find the RaceTrak_06_Data.mdb file, you will prompted to find it.
>
> To find the RaceTrak_06_Data.mdb file on a network, a mapped drive with a shared folder containing the RaceTrak_06_Data.mdb file must be available.

Given above, when you network RaceTrak, you will need to rename the RaceTrak_06_Data.mdb file on all client machines (not your master PC containing the master version of RaceTrak_06_Data.mdb file). When opening RaceTrak, the networked client PCs will not find the RaceTrak_06_Data.mdb file and then prompt you for the location of this file.

A brief summary of how to network RaceTrak is provided below.

- Obtain a 100MB or faster Ethernet hub/router that will support the number of PCs in your network.
- Obtain Cat 5 Ethernet cables long enough to connect each computer to the hub/router.
- Determine how you which computer will be your master PC and which will be connected to it.
- Be sure that RaceTrak is installed on all computers in your network.
- Rename the RaceTrak_06_Data.mdb file on the client (non-master) PCs.
- Determine how to map and share a networked drive for the Windows Operating System(s) in your network.
- The master PC must share the folder in which RaceTrak_06_Data.mdb resides (by default the c:\RaceTrak folder).
- Each non-master PC must be mapped to the folder containing the master database.
- When you open RaceTrak from a non-master PC, you will be prompted to find the RaceTrak_06_Data.mdb file. Use the dialog box to find the mapped folder and select the master RaceTrak_06_Data.mdb located in that folder.

-

Windows Performance Tuning

Performance Tuning

Windows performance is impacted by a variety of factors. To improve the speed of your computer, have your local technical expert consider the following recommendations:

- Frequently compact and repair RaceTrak (available in the RaceTrak Programs Group)
- Defragment your hard drive.
- Ensure your computer has the minimum 2GB amount of RAM recommended.
- Close any programs not in use.
- Restart your computer to clear memory.
- Consider additional RAM.

Race Management 101

Overview

This section provides high level guidance on Race Management, including key roles and responsibilities, finish line management, and race scoring. In addition, checklists identifying time frames for various actions are also provided.

Key Roles and High-Level Responsibilities

Race Director

Orchestrates the race

Identifies key leads and makes sure they have what they need

Approves race announcements and makes sure that they are same/consistent online, on paper, etc

Maintains race checklist

Determines race fees and gain race owner approval for any changes to fee structure

Determines maximum time to shut down finish line

Has no race day responsibilities

Registration Lead

Ensures that packet pickup has adequate space, power, tables, and chairs

Coordinates with Scoring Lead on types of reports, labels, etc needed

Coordinates with Scoring Lead on when reports, labels, bibs, and tags needed

Coordinates with Scoring Lead on how changes (e.g. sex change) should be handled

Ensures that volunteers understand basic steps in process for new registrants:

Collect money
Review form and make sure it's complete
Write bib # on form
Provide shirt and bib to runner (plus other stuff)

Ensures that volunteers understand basic steps in process for pre-registrants:

Post list so participants can provide number
Verify that right person gets right bib
Provide basic instruction regarding special circumstances (wear chip, don't bend tags embedded in bibs)
Handle any changes in a consistent manner

Ensures that volunteers understand how to handle special circumstances (complimentary entries, forms needing waiver signed, etc.)

Scoring Lead

Please refer to Race Scoring Detailed Responsibilities for more information.

Reviews online registration, paper forms, announcements

Reviews awards and team scoring, ensuring that race can be scored as intended

Maintains supplies

Ensures that bibs, tags, etc are ordered and received 10 days before race

Ensures that paper and online registrations are entered into scoring software

Provides labels, reports to Registration Lead prior to race

Coordinates with Registration Lead on changes

Provides tag check equipment to Registration Lead as needed

Ensures that scoring location has adequate shelter, power, tables, and chairs

Ensures that all computers, peripherals, cables, etc are in good working condition and brings to race

Enlists help for race day scoring

Coordinates with Finish Line lead on connections to computers, obtaining times, and special circumstances

Provides post race reports and files to webmaster

Finish Line Lead

Please refer to Finish Line Management for more information.

Identifies and recruits volunteers (timers, spindlers, chute personnel, equipment handlers) needed for finish line

Ensures that all equipment required for start and finish line is in good working condition and it is brought to race.

Ensures that race starter and timers are coordinated such that race does not start if timers not ready.

Ensures that adequate backup timing is provided

Ensure that start and finish areas are set up properly

Ensures that timing equipment is fully powered prior to race

Ensures that timing equipment communicates with computers

Works with Scoring Lead to ensure optimal finish line setup to score race

Web Master

Sets up online registration

Reviews and synchronizes information in online registration, paper forms, website

Posts emergency messages and late-breaking updates on website

Posts results on website

Course Lead

Identifies lead car/bike who will guide runners through the race

Identifies water stops and ensures that volunteers and supplies are available for each

Identifies course sweep (follows behind last runner) to ensure that last runner or runners who cannot complete race are is accounted for

Identifies and ensures that course marshals are correctly positioned and know direction runners coming from and going to

Obtains course certifications

Ensures that course is properly marked

Coordinates with finish line personnel to ensure that clocks and/or required splits are properly positioned on course

Ensures that course is properly coned

Ensures that permits are obtained

Race Scoring Detailed Responsibilities

This section expands on the scoring needs identified above.

Determine Scoring Needs for Race

Complete 4 to 6 months before race

Identify any changes from past race

Review any documented race materials (registration forms, announcements, etc.)

Obtain input from Race Director and others on possible changes from prior years

Determine how to configure race, online registration, and bibs/chips to score race

Determine sources of power

Evaluate onsite facilities (if any) and determine placement of scoring equipment

Examine start/finish in terms of equipment setup

Examine course start/finish/splits in terms of equipment setup

Contact vendor(s) for special scoring needs

Advise on tiered packet pickup and fees

Determine how to handle complimentary and discounted registrations

Set up Online Registration/Develop Paper Registration Form

Complete 4 to 12 months before race

Prepare, review, and/or synchronize online registration, paper forms, announcements, etc.

Reviews awards and team scoring, ensuring that race can be scored as intended

Determine online registration closure dates and times

Order Bibs/Order Chips

Complete 1 to 3 months before race (order in time for placing a re-order in case if issues; avoid late orders - if bibs/chips ordered for delivery within one week of race and order is delayed, you may not have for race)

Consider special orders such as inclusion of runner name and other info pre-printed on bibs.

Ensure that bibs, tags, etc are ordered and received at least 10 days before race

Coordinate the Tag order with Bib order

Track above orders

Configure RaceTrak Race

Configure RaceTrak to handle race requirements

Maintain Backup Copies of RaceTrak Data

Backup the RaceTrak Data file (RaceTrak_06_Data.mdb) after every RaceTrak session

Backup the RaceTrak Data file after each Registrant Import, if several complex imports are performed

Download Registrations

Map online registration fields to scoring program fields

Import data

Review imported data and error log

Obtain and Enter Mail-in Registrations

Determine sources of forms

Ensure that paper registrations are entered into scoring software

Obtain and enter complimentary registrations

Coordinate with Packet Pickup

Ensure that packet pickup personnel understand any special requirements of the race (teams, race divisions, bib number assignments). For example, if two races are conducted at the same location, the bib number assignment must be clearly understood: Will different ranges of bib numbers be required, will one range of bib numbers be used for both races without duplicates, or will one range of bib numbers with duplicate bib numbers be used?

Below is listing of considerations that may need to be addressed with packet pickup:

Identify locations and dates for packet pickup

Arrange handoff of bibs, labels, reports

Determine who will affix labels to bibs (if necessary)

Determine pickup/exchanges of new entrants

Convey special considerations (for example, multiple races needing different ranges of bibs)

Identify procedures for handling special situations: runner has lost bib, runner needs to sign waiver, runner signed up but not listed on registration reports, etc.

Arrange for pickup/delivery of packet pickup registration forms so they can be entered into scoring software prior to race

Provide RFID check equipment and instructions if runners need to confirm their tags/chips prior to race

Develop procedures to convey changes to incorrect information. A sample for handling multiple registrants in a list form is provided below. This form works well, but bib number must be clearly written and verified.

Bib Number	Field to Change	Old Value	New Value

A sample for handling multiple registrants in single form for each registrant is provided below.

Registration Change Form		
Please complete ALL boxes below.		
Bib	First Name	Last Name
Field to Change	Old Value	New Value
Field to Change	Old Value	New Value
Field to Change	Old Value	New Value
Field to Change	Old Value	New Value

Race Week Activities

Ensure that scoring location has adequate shelter, power, tables, and chairs

Ensure that all computers, peripherals, cables, etc are in good working condition and brings to race

Confirm help for race day scoring

Identify all race reporting and file output needs (and recipients of this data)

Coordinate with Finish Line Lead

Coordinate with Finish Line Lead on equipment needed, who will bring, time to meet

Coordinate with Finish Line Lead on how start/finish lines will be setup

Coordinate with Finish Line lead on connections to computers, obtaining times, and special circumstances

Race Day

Organize and bring equipment to race

Setup computer

Setup network (if required)

Setup peripherals

Complete setup one hour before race start

Test and confirm connections to timing devices

Perform Race Day Data Entry and corrections as needed

Post-Race

Backup database

Reconcile and respond to questions

Format and post results

Provide post-race reports and files to webmaster and others

Maintain supplies (paper, safety pins, printer ink, etc.) and equipment (tents, chairs, generators, computers, printers, etc.)

- Inventory supplies after race and re-order as necessary
- Organize equipment so that cables, connectors, etc are in expected packages for next race
- Check equipment for damage and schedule for maintenance/replacement
- Return to storage location

Finish Line Management

Finish Line All Races

IMPORTANT! Obtaining correct results requires coordination among registration, finish line, and results processing. Race results management is best accomplished when the following items are addressed. Course marshaling, measuring, water stops, etc. are beyond the scope of this manual so please consult the internet for more information on these topics.

Prior to race:

Obtain course certifications and permits as necessary to ensure safety, correct distance, and adherence to local laws and regulations

Test and ensure that all timing equipment is in good working condition, fully charged, and ready for use. Clear data as necessary

Inventory all equipment and ensure that all peripherals, connectors, power cables, etc. are available

Determine and ready finish line materials (tables, arches, power supplies, fencing, chutes, tables, etc.)

Identify and recruit volunteers needed for race (equipment delivery and setup, finish line oversight and management, equipment take down and return to storage)

Work with Scoring Lead to ensure optimal finish line setup to score race

Race Day:

Setup equipment so that it will not impede runners

Setup equipment so that spectators can clearly see the finish

Setup a perimeter around the finish to keep spectators away from the finish

Setup a perimeter around the finish such that finishers can clearly determine how to enter and exit the finish area

Setup a perimeter around the finish such that non-finishers are kept away from the finish area and not accidentally included in results

Setup finish line wide enough to accommodate multiple runners crossing the finish at the same time

Setup all equipment so it does not impede or cause safety risks to runners

Have a clearly designated finish line where the clock, finish line, and perimeter ensure that runners know when they have finished

Have an adequate number of volunteers to guide runners out of finish area

Ensure that timers are ready when race starter starts the race

Ensure that backup timing is provided

Coordinate with scoring to ensures that timing equipment communicates with computers; run some test times through the system

Finish Line - Chip Races

Race Day:

Setup start line, finish line, and announcer lines as necessary

Coordinate movement of equipment as necessary

Synchronize timing devices to computers as necessary

Finish Line - Non-Chip Races

Prior to race:

Determine the length and number of chutes required

Identify and recruit volunteers for the following key positions: finish line manager (oversees entire finish area), finish line referee (ensures that runners are positioned correctly as they enter chute), chute personnel (keep runners in order in the chute, keep runners in the chute, and keep runners moving through the chute), and tag puller (takes, positions, and hands bib tear-off tags to spindler), and spindlers (places tags face-down on spindles)

Ensure that spindles are available and properly labeled, if pulling tags from runners' bibs

Race Day:

If runner enters the chute, the runner should get a time

If possible, obtain select times for runners. (When using the Time Machine, the author removes the plunger and timers use the ENTER KEY exclusively for obtaining times, resulting in one stream of data for times)

Position volunteers in front of chutes to properly guide runners to the correct chute

Obtain a time for any runner who enters a chute. Let spindle managers and results processing correct problems

Keep runners in order in the chute and keep them moving through the chute

Keep runners in the chute (don't allow runners to exit until they have reached the chute exit)

Keep clearly marked dummy bib tear-off tags on hand to use for bandits. (Such tags can also be used if runner is not a bandit but does not have tag)

Keep bib tear-off tags must be kept in exact order received and placed on clearly differentiated and well-marked spindles

Ensure that bib tear-off tags are placed face-down onto sequentially numbered spindles

Use a two-person spindle management team whereby one person collects the bib tear-offs tags, readies them for the spindler, and hands them one-at-a-time to the spindler

Lock the spindle prior to deliver to scoring

Deliver bibs to scoring

Checklists

Overall Checklist

Date	Done?	Action Item	Responsible Person/Organization
18 months		Determine preliminary race date	
15 months		Determine final race date	
		Place race announcement on websites	
8 months		Select race course, date, and time	
		Identify potential sponsors	
		Get police approval for date and course	
		Get other necessary permissions for course, parking, and facilities	
		Prepare race budget	
		Identify and contact key volunteers (finish line, scoring, packet pickup, course marking, course marshalling, water stops)	
		Finalize course	
		Ensure room, adequate shelter, and power is available or can be made available for start, finish, and packet pickup	
		Determine number of email blasts, mailings, and approximate schedule and size of each	
6 months		Make determinations for race/entry form	
		- Date, time, place	
		- Fee structure	
		- Ancillary events (fun run, walk)	
		- Field limit	
		- Cutoff dates for entries (mail-in, online)	
		- Time limit for last scored runners	
		- Timing method (chip vs tag vs bib/manual time)	
		- Awards	
		- Award categories	
		- Award basis (chiptime vs guntime)	
		- Race premiums (shirts, etc.)	
		- Date(s), time, place for packet pickup	
		- Will course be certified?	
		- Create draft race entry form	
		- Create final race entry form	
		- Determine number of entry forms needed	
		- Determine post-race food and drink	
		- Determine number of mailings needed	
		- Request production of email list and/or mailing labels (3 weeks before mailing)	
		Owner approval of all aspects of race	
5 months		Distribute race entry from and/or announcement (form, postcard, flyer)	
		- Races	
		- Stores	
		- Mailing list (8 -12 weeks before race)	
		- Setup online registration	
		- Other clubs	
		Race info to local and national publications, email lists, and websites	
4 months		Send email and/or letter to invited runners as needed	

Date	Done?	Action Item	Responsible Person/Organization
		Finalize course with police/other authorizations	
		Measure/re-measure course as necessary	
		Determine course water stops (every 2M)	
		Create course map	
		Obtain insurance for race	
		Arrange for race photographer	
		Design shirts	
		Finalize race premiums	
		Develop schedule for email blasts	
		Send email blasts as required	
3 months		Schedule shirt orders	
		Finalize computer registration procedures	
		Begin computer registration	
		Schedule and perform downloads of online registration	
		File parade permit for race	
		Alert hospital/emergency response officials of race	
		Order and obtain premiums, random awards, and race awards	
		Check race equipment and re-order supplies (safety pins)	
		Design race bibs	
		Order chips (chip races only)	
		Send email blasts as required	
2 months		Recruit volunteers	
		Order/arrange post-race food and drink	
		Order port-a-johns	
		Order bibs: if Feet First obtaining bibs, notify Feet First 8 weeks prior to race	
		Order tags and coordinate tag order with Bib company if they are affixing tags to bibs	
		Arrange for ambulance and medical help	
		Arrange phone and radio communications (course & key areas)	
		Send email blasts as required	
1 month		Identify housing for invited runners	
		Finalize finish line needs: - Number of volunteers - Number of chutes (non-chip race) - Corral (size and barriers for chip races) - Equipment needed	
		Finalize water stop needs: - Number of water stops - Number of volunteers - Number of cups and tables - Number of Jugs - Trash bags	
		Determine Traffic Needs: - Number of volunteers - Course Marshall Locations (check with police) - Cones, signs, mile markers, timers, clocks	
		Identify reports and files required for: - Packet pickup - Awards ceremony - Posting at race - Race sponsors - Race publications - Race website(s) - Entrants	

Date	Done?	Action Item	Responsible Person/Organization
		Identify reports and files required for: - Packet pickup - Awards ceremony - Posting at race - Race sponsors - Race publications - Race website(s) - Entrants	
		Finalize arrangements w/facility custodian	
		Race info to local newspapers	
		Measure and mark course (check before race); clearly mark start, finish, and mile marks.	
		Send email blasts as required	
2 weeks		Finalize volunteers for following: - Finish line - Water stations - Traffic control - Registration - Packet pickup - Split timers - Lead bike and sag wagon - Race sweep - Refreshments - Cleanup - Water at finish line - Announcer	
		Send email blasts as required	
1 week		Close online registration 2-3 days before initial packet pickup	
		Arrange raceday water and electrical hookup	
		Prepare bar coded labels and reports for packet pickup (1-2 days before initial packet pickup).	
		Obtain packet pickup supplies: - Tables and chairs - Pens - Entry forms - Bibs (with bar code labels) - Reports - Safety pins	
		Arrange for tables and chairs for raceday registration	
		Make signs for raceday registration	
		Collect and confirm operability of equipment (timing device(s), clock(s), generator, sound system, gas, computers, network, printer, tent.	
		Collect scaffolding	
		Determine where to post awards	
		Remind hospital/emergency response officials of race	
		Send email blasts as required	
1 day		Prepare equipment (recharge timing devices, clocks, and computers, fill generator with gas, etc.)	
		Check course and re-mark as necessary	
Race Day Summary		See separate Race Day checklist for full details	
		Open facilities	
		Place cones on course	
		Setup packet pickup	
		Setup race day registration	

Date	Done?	Action Item	Responsible Person/Organization
		Setup cups, water, tables to water stops	
		Setup port-a-johns	
		Establish power to computers and finish line (as necessary)	
		Get tables and chairs to computer area	
		Setup computer equipment	
		Test computer and ensure communications with timing system	
		Setup water at start/finish	
		Setup trash bags at finish area	
		Position course marshals	
		Position mile markers	
		Setup start line (for tag races, setup controllers, mats, etc.)	
		Setup finish line (chutes, scaffolding, chip system, clock) with adequate perimeter to ensure runner safety and correct collection of times	
		Setup corral with benches/chairs and a single exit point (for chip races where chips are collected after race)	
		Setup awards area and position awards for distribution	
Conduct Race		Score race	
		Manage finish line - Move runners out of finish area - Keep spectators out of finish area - Assist runners in need of medical help; contact emergency services as necessary	
		Post results for runner review	
Post Race		Collect chips (for chip races only)	
		Produce reports for awards ceremony	
		Pack equipment and return to storage	
		Remove trash	
		Identify any re-supply items	
		Document lessons learned	
		Produce results file(s) for website	
1 week		Write story about race for newspapers & publications	
		Produce files and provide to recipients	
		Disposition remaining awards	
		Collect chips as needed	
2 weeks		Race post-mortem meeting	
		Finalize race date for next year's race (if not already done)	
		Identify race director for next year's race	

Race Day Supply Checklist

Date	Done?	Action Item	Responsible Person/Organization
Registration & Packet Pickup		Tables and chairs	
		Stapler and staples	
		Safety pins	
		Bibs	
		Shirts	
		Pens	
		Cash (for change)	

Date	Done?	Action Item	Responsible Person/Organization
		Masking tape	
		Scotch tape	
		Registration reports	
		Scissors	
		Entry forms	
Finish line		Bandit tags	
		Spindles	
		Pens	
		Finish line box	
		Timing equipment	
		Clocks	
		Scaffolding	
		Paint/chalk to mark finish	
Traffic & course		Cones	
		Vests	
		Paint/chalk	
		Communications equipment	
		Mile markers	
		Mile timers	
		Mile clocks	
		Course marshals	
Water Stops		Cups	
		Water containers	
		Tables	
		Trash bags	
Awards Ceremony		Food and refreshments	
		Awards	
		Random prizes	
		Sound system	
		Fun run	
Lessons Learned		Immediately following race, obtain feedback regarding race issues.	

Time Machine Data Transmit

Time Machine Data Transmission Steps

When pulling times after a race, the times must be sent from the Time Machine to RaceTrak per the instructions below.

1. Initiate RaceTrak transmit in "awaiting data" state BEFORE attempting to load times.
2. Press Time Machine [SETUP] times until RS232 appears. Note if you need to pull times from an earlier event, change the event number in the first setup option and then follow the steps below. Be sure to reset the event to a new event when done.
3. Press Time Machine [ENTER] until XMIT starts.
4. RaceTrak displays times as they are received.
5. Time Machine displays numbers as they are sent.
6.

RaceTrak Administration

RaceTrak Administration

RaceTrak is shipped with MS Access tools to allow you to maintain both the application (RaceTrak_06.mde) database and the data (RaceTrak_06_Data.mdb) databases. In addition, frequent and regular backups of the RaceTrak_06_Data.mdb file should be performed. At a minimum, backups should be made after each race. It is recommended that backups be created upon completion of a RaceTrak session and before importing registration data.

IMPORTANT! Be sure that you run the following actions from the master PC and that any networked users have exited RaceTrak.

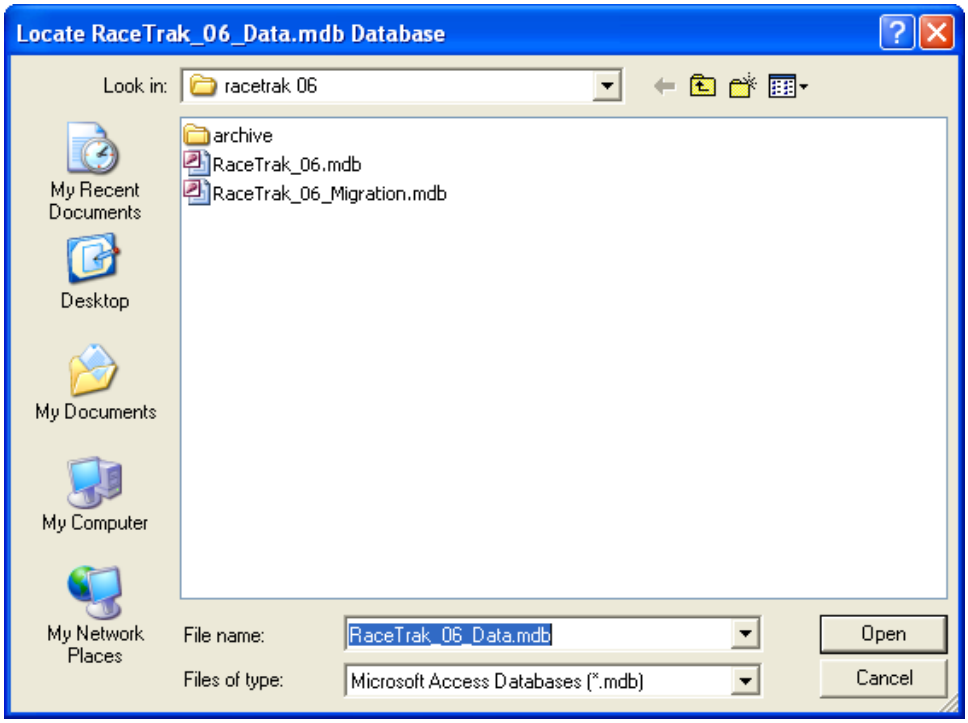
RaceTrak 6 provides a quick way to backup your data to zipped file (compressed to save data) via Utilities (Main Menu > UTILITIES > BACKUP RACETRAK).

Frequently "tune" the RaceTrak_06_Data.mdb by running the repair programs in the RaceTrak program group (Start > All Programs > RaceTrak). Note: If RaceTrak was not installed into the default directory, the shortcut properties must be reset to point to the correct directory.

Troubleshooting

Provided below are some typical situations you may encounter or actions you wish to perform during the course of managing a race. Please familiarize yourself with these items as they become increasingly important as various situations occur that can easily be resolved with just a little practice.

If the RaceTrak data file is not found in the expected location, the following Locate RaceTrak_Race_06_Data Database Screen is displayed.



Navigate to the location of your RaceTrak_06_Data.mdb and select it. Note: RaceTrak always looks for this file on start up, so when networking RaceTrak you may need to move or rename the RaceTrak_06_Data.mdb on non-master PCs.

You encounter unexpected errors or RaceTrak.

Close and restart RaceTrak. If problem persists, backup your RaceTrak_06_data.mdb file and then run Compact Backend Data and Compact Frontend in the RaceTrak program group icon to repair the database. If the problem persists, backup your data and reinstall RaceTrak and restore your RaceTrak_06_Data.mdb backup. If problem persists, contact Information Forum.

Your RaceTrak_06.mde file or RaceTrak_06_Data.mdb file have gotten very big or RaceTrak is running very slowly.

Backup your RaceTrak_06_data.mdb file and then run Compact Backend Data and Compact Frontend in the RaceTrak program group icon to repair the database. If the problem persists, backup your data and reinstall RaceTrak and restore your RaceTrak_06_Data.mdb backup. If problem persists, contact Information Forum.

You try to add a record but get a duplicate value in index error.

The data cannot be entered because the exact same data is already in the system. This would occur if you tried to enter John M Smith as a male with an identical birthdate. If you really have two different John M Smith's born on the same day, you can provide full middle names to differentiate. Note: RaceTrak will allow two male John Smiths (no middle initials) with same birthdate.

In a network environment, you try to add a record and receive a record locking error.

Wait a few seconds until the other user causing the record lock saves the record on which he/she is working.

You cannot view the entire screen.

In Control Panel, check your display settings and select the display where RaceTrak best fits your screen.

Fonts are truncated or incorrectly sized on your PC.

Search the Internet for "Applications using Bitmap Font gets effected with rendering issues if during Windows 7 Setup High DPI is deteted and DPI is set to 120 or higher" which at the time of this writing was documented by Microsoft under http://support.microsoft.com/kb/2396756.

You want to run RaceTrak on another computer.

Install RaceTrak from the original executable. After successfully installing RaceTrak, the computer has an empty database (a fresh RaceTrak_06_Data.mdb file) in which to enter data. If you wish to provide your existing database (with your current runners and races), make a copy of this existing database (RaceTrak_06_Data.mdb) and copy over the empty database. Always make a backup copy of RaceTrak_06_Data.mdb on both computers. Note: the RaceTrak licensing agreement allows you to install RaceTrak on different machines for purposes of networking or convenience in scoring on another PC, but the licensing does not allow you to run RaceTrak to score different races at different locations simultaneously. In such cases, a separate license should be purchased.

You want to run RaceTrak on separate computers and merge the data later.

RaceTrak does not support the merging of data from separate PCs at this time.

You try to add awards but the award category you need is not available.

From the Utilities module, select tbl_award_category and add the award you desire. Be sure to specify all data correctly according to the category.

You are sponsoring a team race and you want runners from incomplete teams to be counted among the team scorers (not recommended).

From the Race Management module, select Edit for the desired race and uncheck the Remove Incomplete Teams checkbox on the Team Cats Tab.

You need to re-assign a new bib number to a registered runner.

Navigate to the desired to runner via

Main Menu > REGISTRATION > (select a race) OK > REGISTRANT LIST> (select a registrant) EDIT REGISTRATION

A message box indicating the runner is already registered is displayed. Select OK to update the existing runner and the Registration screen is displayed. Select Un-Register. Note the old bib number is available for re-assignment (in case it was used by another runner). Re-select the desired runner and register with the appropriate number.

You need to assign a different bib number from the one the computer is issuing.

Double-click on the bib number field or select ALT+B, thereby changing the background from gray to white. Then type the bib number desired.

The bib number you want to select is not available.

One of three conditions exists: 1) the bib number has already been used, 2) the bib number was never created or has been deleted, or 3) the bib number is "in use." You can check for these settings by looking at the pool bib numbers in the Race Management module. If the bib has been used, you may need to determine why and correct the problem. If the bib number is not in the bib pool, you can generate a new one. If the bib number is "in use" it is likely that an abnormal exit from registration occurred. Under this case, change the in use to No. Note: use the Bib-Drop down to see a listing of available bibs.

You don't want ever to send mail to a given runner (the runner has requested not to be on mailing list, the runner is deceased, etc.)

From Registration or Runner Management, select Mail Code = "Never" and/or remove the street address or email from the runner's data record.

In a network, a runner was just added but you cannot see on your PC.

The Registration screen needs to be "refreshed" which will occur when you exit and re-enter the Registration Select Runner screen. This should happen very infrequently as the Registration process has built-in refreshes.

You try to register a runner but get a message indicating that there are no bibs available.

From the Race Management module, check that bibs are available for the person you are trying to enter. You may need to "un-reserve" bibs or generate new bib numbers.

You are registering a runner and need to change the runner's date of birth or other information on the runner.

In the Fields Available radio button at the bottom the screen, select All. All the fields that can be updated are opened for update.

You are transmitting data in a "live" mode and wish to perform results reconciliation.

You must suspend the live mode in order to perform results reconciliation. Be sure to "suspend" and not "quit" the live mode. ***IMPORTANT:*** *While performing bib scans in a network, entering and exiting the transmit program functions from another PC can cause the bib scan to reset to the first position; therefore, when scanning bibs in a network, be careful to note your current location when scanning bibs*

You are processing bibs and determine that you skipped a bib when typing/scanning. You need to insert the bib in its proper place in the bib listing.

Position your cursor on the bib number where you need to insert the new bib. Select Insert and type the desired bib number. RaceTrak will insert the bib number directly above the record insertion point. After inserting the bib number, the bib list is refreshed and repositioned at the start of the list.

You are processing bibs and need to start from where you last left off.

Go to the end of the list and begin scanning in the next available bib scan position.

You are processing bibs and scanned ten bibs in reverse order.

Go the position where the incorrect bib scans started and type dummy bib numbers for the ten bad bib numbers. Then, scan the bib numbers in the correct sequence. Note: RaceTrak does not allow duplicate bib numbers to be entered for the same chute and this is why the entry of dummy bib numbers is recommended.

You try to calculate results but receive a message that no times are available.

Check that you have times entered for runners. Note: RaceTrak calculates results based on times, and therefore, times must be available for results to be calculated.

During race day data entry, you did not enter the addresses for new runners and you wish to now add them.

Sort the registration forms in bib number order.

From the Race Management module, select the desired race and select the Registrants tab and select the appropriate setting to display the data you need to update. Sort runners by bib and scroll down the runner list to find street addresses that are blank and update as necessary. Note: If the zip code cannot be found, select Full Record and add the zip code there.

You need to disqualify a runner.

From Results Processing, Results, find the desired record and check the DQ checkbox.

Several bandits cross the finish line in a race using bib tear-off tags.

Be sure to coordinate bandit handling with finish line personnel. We recommend that anyone crossing the finish line be given a time and a bandit tear-off be placed in their spot in the spindle. Under RaceTrak, bandits can be ignored during reconciliation.

When you try to load/merge the times with bib scans, you get a message that a bib number cannot be found.

The load/merge program merges displayed times and bib numbers and attempts to load them into data records for the associated bib number. A bib number has to be registered for this to occur. A report is available listing all bibs that have not been registered. If this occurs, find the bib number and register the runner with the correct bib number.

You are scanning bibs and receive a duplicate bib message.

RaceTrak does not allow a chute to have duplicate bib numbers, as bib numbers are assumed unique for each race. Re-type the correct bib number.

RaceTrak Primer

After installing the RaceTrak software and its components, you are ready to begin setting up and managing races. Before conducting a live race, we strongly urge you to set up some test races and become comfortable with RaceTrak and its features. Before doing this, you may want to make a backup copy the RaceTrak_06_Data.mdb file. You can then test RaceTrak without later having to clean up the database. After testing is completed, delete the test .mdb file and rename the backup copy as RaceTrak_06_Data.mdb.

The basic RaceTrak steps to score a race are:

Setup and configure your race (via Race Management)

Register your participants (via Registration and Registrant Import)

Score your race (via Results Processing)

Report your race results (via Reports/Labels)

In addition, Runner Management and Utilities provide RaceTrak users a variety tools to manage runner and related data.

A detailed summary of steps is provided below.

Determine how to score your race. Races range from simple to complex, where an almost infinite number of possibilities can exist. For purposes of this manual, a "simple race" is a single event race with awards (no special awards) and no teams. Races get increasingly complex when special award categories, teams (cross country point based scoring and/or relay scoring), multiple events, waves, and splits are introduced.

If you have questions regarding specific race configurations, please email info@racetrakonline.com

Score a simple race. Use the following scenario to setup and score a simple race. You have been given the following information: the race is a 5K for the Homeless and will be one month from this coming Sunday. The race director has ordered bibs 1 to 100 and the race will have awards for the top three male and female finishers. There are no teams nor any other special requirements for this race. The primer below will step you through the full scoring of this race when using the RaceTrak Stopwatch as your timing device.

Set up a new race. Follow the steps below to set up a your race:

1. Select Main Menu > RACE MANAGEMENT > ADD NEW > to open the Race Management screen
2. Enter a Race Name, Race Date, Start Time, and select RaceTrak Stopwatch in the Timing Method drop-down.
3. Select SAVE and the Race Management screen is refreshed to display more options.
4. Select the Bibs tab and select ADD NEW. The Bib Generation Screen opens.
5. Enter *1* in the Start Bib field and enter *100* in the End Bib field. Select GENERATE to create the bibs. Select CLOSE to close the Bib Generation screen. The Race Management screen is displayed.
6. Select the Awards tab and select ADD NEW. The Award Generation screen opens.
7. Select Overall Female in the award Category drop-down and select GENERATE. Three new awards are added for Overall Female.
8. Select Overall Male in the award Category drop-down and select GENERATE. Three new awards are added for Overall Male.
9. Select SAVE/CLOSE > CLOSE to exit Race Management and return to the Main Menu.

Register your runners. Follow the steps below to manually enter some runners into the current race.

1. Select Main Menu > REGISTRATION > select your race > OK to open the Select Runner screen.

2. Select ADD NEW and enter your First Name, Last Name, DOB, and Gender in the fields provided. Select OK. The Registration screen is displayed.
3. Review the data on the bottom half of the screen. You have been assigned bib 1 and your age is calculated as the race date minus your birthdate.
4. Double-click on the Bib Number field and change the bib to 2.
5. Click OK to save the record. The Select Runner is displayed.
6. Register four new runners into this race. If you don't know a person's DOB, leave it blank and enter the person's approximate age on race day when the Registration screen opens.
7. After adding the four new runners, select CLOSE until you return to the Main Menu.

Run a Report of Registered Runners. It's the day before your race and the race director wants a list of entrants and bar coded labels to affix to the bibs.

1. Select Main Menu > REPORTS/LABELS > select your race > SINGLE RACE REPORTS. The Race Reports screen opens for your race.
2. Select BIB LNAME and the Race Report Settings screen opens.
3. Uncheck Hometown and select RUN. The rpt_registration_result is displayed, showing the registrants you added for this race. Among other choices, a ribbon allows you to print or export the data.
4. Print the report and select CLOSE PRINT PREVIEW to close the report and select CLOSE until the Race Reports screen is displayed.
5. From the Race Reports screen, select BAR CODE LABELS and the Race Report Settings screen opens.
6. Uncheck Team and select RUN. The rpt_lbl_registration_bar_code is displayed, showing the registrants you added for this race. The labels include bar codes and the data is formatted to print on label paper (Avery 5160 or compatible stock). Note: racing labels should be printed on label printers or special inkjet label stock to ensure that the ink that does not run.
7. Print the report and select CLOSE PRINT PREVIEW to close the report and select CLOSE until the Main Menu screen is displayed. (This step can be skipped or you can print on label stock to ensure that margins are properly set for your printer.)

Process results. It's race day and there are no race day registrations, so you are ready to time the race. Note: in live race environment, a dedicated computer should be used to run the RaceTrak Stopwatch, which is a handy tool but dedicated timing devices and chip technologies provide far more flexibility and capability.

1. Select Main Menu > RESULTS PROCESSING > select your race > STOPWATCH. The RaceTrak Stopwatch opens.
2. You know the race started almost 15 minutes ago and runners will be finishing shortly.
3. Select SET TIME and set the minutes field (mm) to 15 and select SAVE.
4. Select START to start the Stopwatch.
5. You see the first runner approaching the finish line and you type *2* into the select bib field and press [ENTER] (or click GET TIME) as the runner crosses the finish line.
6. The next 2 runners are too close together for you to type their bibs, so you press [ENTER] to get their times.
7. The last 2 runners are bibs 1 and 4 and you are able to type their bibs and press enter as they each cross into the finish line, with about 5 seconds between them.

8. Select EXPORT and select YES in the message box (to get times since the last output). A save file dialog box open. Note the name and location of the file and save it.

9. Select STOP and CLOSE in the RaceTrak Stopwatch screen. The Race Results List is displayed.

10. Select IMPORT FILE. The Timing Device List screen is displayed. At the bottom of the screen, the Import Method is RaceTrak Stopwatch.

11. Provide a Device Name (unique within this race) and select the FILE OPEN icon to find and select the file created in Step 8.

12. Select IMPORT. The file is imported and a message box indicates when processing is finished.

13. Close the Timing Device List screen. The Race Results List screen is displayed.

14. Select SCAN BIBS. The Scan Bibs screen is displayed. Select ADD NEW. The Add a New Chute screen is displayed.

15. Enter *1* in the Chute Number field and *My First Chute* in the Chute Description field. Select OK. The Scan Bibs screen is displayed.

16. Select My First Chute from the Bib Scan Chute drop-down.

17. Enter *2* in the Bib field and select [TAB] or [ENTER].

18. Enter 3 in the Bib field and select [TAB] or [ENTER].

19. Enter *5* in the Bib field and select [TAB] or [ENTER].

20. Enter *1* in the Bib field and select [TAB] or [ENTER].

21. Enter *4* in the Bib field and select [TAB] or [ENTER].

22. Select CLOSE in the Scan Bibs screen. The Race Results List screen is displayed.

23. Select RECONCILE. The Results Reconciliation screen is displayed.

24. Select the Device created in Step 11 from the Device Chute drop-down. The times for the device are listed.

25. Select the Bib Scan Chute created in Steps 14 and 15. The bibs for the chute are displayed.

26. Review the order of times and bibs in both screens. You are satisfied that the results are correct, so select LOAD/MERGE. The Load Race Times screen is displayed. Since these are finish times, you don't need to change any settings.

27. Select OK in the Load Race Times screen. The Missing Bib Check screen is displayed. Select NO. The Processing Completed screen is displayed.

28. Select OK to calculate results. The Calculate Results screen is displayed. Select CALCULATE RESULTS! and the Assign Awards screen is displayed. Select OK to assign awards. Select OK in Process Completed message boxes. The Results Reconciliation screen is displayed.

29. Select RESULT REPORT from the Results Reconciliation screen. The Race Report Settings screen is displayed. Uncheck Pace. Select RUN to generate the report. The race results are displayed in print preview mode. Select CLOSE PRINT PREVIEW to close the report.

30. Select AWARD REPORT from the Results Reconciliation screen. The Race Report Settings screen is displayed. Select RUN to generate the report. The race awards are displayed in print preview mode. Select CLOSE PRINT PREVIEW to close the report.

31. Select CLOSE until the Main Menu is displayed.

Administration, 187
Affiliation Data, 135
Affiliation Type Data, 135
Age Grade
  Age Grade Data, 136
  Age Grade Type Data, 136
Announcer Live Screen, 158
Awards
  Award Assignment Screen, 122
  Award Category Data, 136
  Award Generation Screen, 21
  Awards Tab, 18
Backup RaceTrak, 139
Bibs
  Batch Edit Bibs Screen, 30
  Bib Generation Screen, 27
  Bibs Tab, 23
  Insert Bib Screen (Results), 112
  Scan Bibs Screen, 107
Certification Type Data, 136
Checklists, 181
Chips
  Batch Add Chips Screen, 34
  Chip Management Tab, 32
  Chip Return Tab, 36
  Manually Add Transponder to Bib Screen, 35
Clubs
  Club List, 136
  Club Membership Race Mode Tab Screen, 46
  Club Membership Type Data, 136
  Club Officer Type Data, 136
  Club Screen, 141
  Clubs Screen, 140
  Managing Club Members in Runner Management, 127
Conventions, 2
  Keyboard, 2
  Miscellaneous, 5
  Windows, 3
Country Data, 137
Custom Reporting
  User Query Local Data, 139
Distance Data, 137
Division Data, 137

Divisions
Divisions Tab (Race Divisions), 38
Entry Source Data, 137
Fee Category Data, 137
Fees Tab, 39
Generic Support Tables, 135
Grade (Scholastic)
Grade Data, 137
Grade Level Data, 137
Hat Color Data, 138
Import
Registrant Data Import, 165
Installation, 7
Installing RaceTrak, 7
Migrating RaceTrak 5 Data to RaceTrak 6, 7
Overview, 7
Networking RaceTrak, 169
Occupation Data, 138
Performance, 171
Postal Code Data, 138
Preferences
Preferences Tab, 40
System Wide Preferences, 138
Race Management
Add a New Race Screen, 14
Edit an Existing Race Screen, 17
Race Management List Screen, 14
Race Management 101, 172
Finish Line Management, 178
Race Scoring Detailed Responsibilities, 174
Responsibilities, 172
Race Special Categories Tab, 63
Race Special Items Tab, 65
Race Splits/Legs Tab, 66
RaceTrak, 1
Main Modules, 10
Overview and Features, 2
Quick Start, 9
Rules of the Road, 8
What's New, 1
RaceTrak Files, 5
RaceTrak_06.mde, ii, 5, 49, 187, 188
RaceTrak_06_Data.mdb, ii, 5, 6, 7, 9, 165, 166, 169, 175, 187, 188, 189, 192
RaceTrak Menu Screen, 11
RaceTrak Primer, 192
Random Prizes
Random Prizes Tab, 43
Registrant
Data Import Screen, 165
Import, 165
Registration, 77
Add a New Registration Screen, 84
Add a New Runner Screen, 80
Customize Registration Screen, 41

Edit Registration Screen, 89
Race Registration List Screen, 77
Registrants Tab Screen, 44
Registration Fees Tab Screen, 91
Registration Overview, 77
Registration Race Chips Tab Screen, 95
Registration Results Tab Screen, 92
Registration Screen Overview, 80
Registration Specials Tab Screen, 94
Select Runner for Registration Screen, 78
Reports
Custom Output Screen, 163
Custom Reports Screen (Spreadsheet Display), 161
Custom Reports Where Screen, 162
Mailings Screen, 49
Overview, 150
Race Report Screen, 152
Race Report Select List Screen, 151
Race Reports Settings Screen, 159
Series Reports, 147
Results
Communications Settings Screen, 104
Load Merge Times Screen, 113
Offset Race Times Screen, 121
Offset Times for Device Chute Screen, 113
Race List for Results Processing Screen, 98
Race Results Management Screen, 119
RaceTrak Stopwatch Screen, 105
Reconciliation Screen, 110
Results Processing Overview, 97
Time Entry Screen Interpolate, 118
Time Entry Screen Manual, 117
Time Transmit Batch Mode Screen, 101
Time Transmit Live Mode Screen, 102
Timing Device List Screen, 106
Transmit Data Screen, 100
Runner Management
Combine Persons Screen, 131
Convert Case Screen, 126
Overview, 124
Runner List Screen, 124
Runner Screen, 127
Satellite Database, 139
Series
Overview, 141
Race Series Awards Generate Screen, 55
Race Series Awards Screen, 53
Race Series Results - Series Award Winners for Race Tab, 62
Race Series Results - Series Awards for Race Tab, 60
Race Series Results - Series Team Slots Tab, 59
Race Series Results - Series Teams Actuals Tab, 57
Race Series Tab, 51
Race Series Team Slot List Screen, 56
Runner Series Screen, 133

Series Data, 138
Series Group Data, 139
Series List Screen, 142
Series Reports Tab, 147
Series Screen Tab, 143
Series Team Categories Tab, 145
Series Teams Tab, 146
Special Category Data, 139
State Province Data, 139
Street Fixup Data, 139
System Requirements, 5
System Wide Tables, 135
Teams
Eternal Team Data, 137
Race Team Categories Tab, 67
Recurring Team Data, 138
Relay Chip Scenario, 72
Relay Non-Chip Scenario, 73
Scenario
Relay Overview, 72
Teams Tab, 70
Time Machine Data Transmit, 186
Time Type Data, 139
Timer Data (Summit Systems Data), 139
Timing Method Data, 139
Troubleshooting, 188
Utilities
Utlities List Screen, 135
Valid First Name and Gender Data, 139
Waves
Wave Generation Screen, 75
Waves Tab, 73
Zip Code Data, 138